



Phoenix House International School

Job Description

Upper Prep Class Teacher (Prep 3-6)

Professional Responsibilities

The post holder will be required to exercise her/his professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

1. Development of the school

- Support the vision, positive ethos and policies of Phoenix House International School and strive to improve the standards of teaching, learning and attainment of pupils.
- Work with a year group team in achieving the priorities and targets which the school sets for itself in implementing innovative, challenging schemes of work.
- Support the development and on-going review of the school's curriculum planning and related schemes of work.
- Support the evaluation of the effectiveness of the school's performance, policies and developments.
- Support the development of the school's assessment procedures.
- Keep abreast of UK and global educational developments in line with the needs of the school.

2. Teaching and Learning

- Work as part of a year group team to ensure high standards of teaching, learning and attainment for all pupils.
- Plan and prepare stimulating, challenging, enjoyable learning opportunities which take into account the challenging, language-rich curriculum of the school and the individual abilities of the pupils in the class.
- Be an inspiring teacher, clearly demonstrating all pupils' needs are met and their learning is challenging.
- Give immediate oral/written feedback to pupils about their learning so that they know how to improve.
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Use data effectively to improve student experiences and outcomes.
- Provide guidance and advice to pupils on educational, social and emotional issues.
- Maintain high standards of behaviour in all learning situations.
- Communicate and consult with the parents/carers of pupils about their child's progress in all areas.
- Communicating and cooperating with external agencies as appropriate.

3. Management

- Inform and manage TAs in support roles in lessons.
- Work closely with the team to secure and maintain excellent communication and high standards across the school.

4. Other Specific Responsibilities

- Contribute to house life as a staff house member.
- Support termly residential trips to North Peak Enrichment Campus (Hokkaido) to enhance and encourage the skills and experience of all pupils.
- Enrich curriculum learning through local day trips
- Participate in continuing professional development (CPD) activities
- Participate in arrangements made by the school for the review and management of performance
- Maintain and develop links with parents, other schools, educational institutions and the wider community, in order to enhance teaching, learning and personal development opportunities of all the pupils.
- Attend and participate in assemblies,
- Registering attendance of pupils and supervising pupils whether before, during or after school.
- Run enrichment activities before/during/after school and sometimes over weekends.
- Contribute to and attend the whole school community and house events throughout the year.
- An understanding of the high professional and personal expectations an independent prep school abroad requires, including periodic open days and weekend events.
- Positivity, flexibility and the commitment associated with working in a young, growing school.