

# THE ENGLISH INTERNATIONAL SCHOOL OF PADUA



## **JOB DESCRIPTION: TEACHER**

<u>Post Title:</u>	Teacher
<u>Responsible for:</u>	The teaching, delivery and learning within a specific year group.
<u>Responsible to:</u>	The relevant Head of School

### **A. PERSON SPECIFICATION:**

- to have high expectations both in terms of professionalism and teaching;
- to show the willingness to make a commitment to support the successful learning and progress of young people;
- to be a resilient and reflective individual;
- to be an outstanding classroom practitioner;
- to have the ability to motivate young learners;
- possess excellent interpersonal skills;
- to have excellent communication skills and be able to relate well to school staff, parents/carers and outside agencies;
- to be able to demonstrate high professional standards;
- to have an excellent understanding, knowledge and experience of the pedagogy relevant to the class/year groups;
- have an excellent understanding of appropriate assessment procedures in accordance with school policy;
- be up to date with curriculum changes, as well as local and international policy;
- be able to work and communicate effectively as part of a team;
- to be able to work accurately and effectively under pressure, and to meet deadlines;
- to be able to maintain confidentiality as outlined in the privacy policy;
- be ICT literate and be able to use the internet;
- be an excellent role model to colleagues and students;
- to be dressed in a smart professional manner;
- to show respect towards all members of the school community and conduct oneself in a professional manner befitting of a representative of EISP;
- to be punctual and responsible, and carry out all duties conscientiously in recognition of the safety and security of students and staff.

### **B. PURPOSE:**

- Undertake the normal responsibilities of a teacher;
- to undertake relevant duties delegated by a line manager;
- model creative and effective approaches to learning and teaching in order to promote enjoyment of the subject to raise achievement and standards;
- to be prepared to lead demonstration lessons for other teachers, promoting a culture of open classes and sharing good practice;

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## C. KEY RESPONSIBILITIES:



- To carry out duties of a school teacher, including some provision for cover of absent teachers;
- to be responsible for teaching within the relevant school;
- to contribute to maintaining and developing the ethos, values and overall purposes of the school;
- to contribute to the planning of school improvement which will translate aims and policies into actions;
- to contribute to school policies on curriculum, teaching and learning, assessment, recording and reporting, development, organisation and implementation;
- to ensure that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for educational institutions and to aid the SMT in their management of the school;
- to ensure that equal opportunity is respected and observed for all staff and pupils in relation to sex, gender, race, disability and special needs;
- prepare students fully for any external examinations;
- carry out teaching duties in accordance with the relevant school's schemes of work;
- to prepare short, medium and long term planning of the curriculum in accordance with school policy;
- liaise with colleagues to effectively co-construct units of work in a collaborative and professional manner;
- work with Teaching Assistants and other relevant school staff in a collaborative and professional manner;
- demonstrate outstanding practice in the teaching areas of responsibility;
- take an active role in organising or contributing to field trips or other special activities that are part of the designated learning programme;
- ensure that relevant safety procedures pertaining to school visits and residential trips are observed;
- carry out those supervisory duties that are expected of teachers on a regular rota basis;
- participate actively in regular staff meetings, in order to play a part in the running of the school in a collaborative and constructive manner;
- prepare, lead and attend assemblies where applicable.

## D. ADMINISTRATIVE RESPONSIBILITIES:

### Students:

- Register the students accurately and on time;
- monitor the progress of students and discuss with the student and consult with relevant subject staff and parents about any issues concerning the student's academic or personal development;
- to contribute to ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided;
- to contribute to the development, organisation and implementation of the school's policy for the personal and social development of pupils, including circle time, pastoral care and guidance;
- to contribute to the development of culture and independent learning;

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- ensure a consistent approach to punctuality are implemented across the school;
- set targets for student attainment



standards of behaviour, attendance and school; levels;

- encourage and ensure that children work to their highest potential;
- set work for students absent from school as appropriate;
- follow standard school policy for behaviour management. Support and uphold the school's policies on behaviour, discipline and bullying.

## **Parents:**

- Provide comprehensive information on the relevant learning programmes offered at EISP;
- ensure parent meetings are arranged and that parents are regularly informed about students' progress;
- to help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and well being.

## **School Administration and Management:**

- To assist in the professional development of teaching and non-teaching staff;
- to contribute to the provision of professional advice and support and the identification of training needs;

\*Any other reasonable duties as commensurate with the grading of the post.

## **\*\* Duration Terms:**

*The allocation of the role, the definition and the acceptance of all the changes to the job duties that are consequential, will be annual and relate specifically to the academic year in course (after completing the trial period). The role is considered to be renewable between the parties on an annual basis; however the requirements of the job description must have been fulfilled and no further changes implemented to the internal organisational structure which would affect the role the following year.*

**Approved by The Senior Management Team**

Padova, 2015