Primary Teacher

|  |  |  |  |
| --- | --- | --- | --- |
| Job Code |  | Reports To | Head Teacher |

**Purpose of the Job**

**Teaching**

To teach a broad, balanced curriculum that is relevant to the needs of the children through the guidelines set out in the National Curriculum and other schemes and policies implemented in our school.

**Key Challenges:**

* To enable children to achieve high standards of learning.
* To provide a high quality of education in an international setting.
* To meet the educational needs of a diverse and multinational school population.
* To operate as an integral member of the staff team supporting colleagues in the

expansion and or development of the school.

**Curriculum Planning**

* To prepare forecasts of work - based, where appropriate on the school's

curriculum policy documents, overall curriculum plan and schemes of work –

for submission to the Key Stage Coordinator, Head of Primary and Head of School.

* To contribute to the school's general and specific curriculum planning

**Assessment, recording and reporting**

* To carry out a range of assessments (formal and informal) of children's attainment

and progress

* To use the results of these assessments for
  + feedback to children
  + contributing to further planning for individual, group and class work
  + contributing to whole-school planning and target setting
  + producing records for use in school
  + reporting to parents and other interested parties

**Leadership and management**

* To actively participate in those aspects of the management and leadership of the

school as delegated by the Head of Primary/Head of School

* Plan and prepare individual lessons as part of a weekly/ termly programme
* Collect, assess and mark work completed by pupils and where possible, encourage

pupils with suitable feedback

* Change class displays regularly
* To assist and liaise with Key Stage Coordinators in the compilation of assessments
* To liaise with teachers responsible for the pupils the previous year and in the subsequent year.
* To assist in the co-ordination/delivery of information evenings for parents
* To maintain an up to date knowledge of educational developments

**Pastoral and other activities**

* + To promote the general progress and well-being of individual children and any group or class of pupils assigned to him/her.
  + Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
  + Be responsible for safeguarding and promoting the welfare of all students that the Teacher comes into contact with.
  + To provide guidance and advice to children on educational and other matters.
  + To make records and reports on the personal and social needs of children.
  + To communicate and consult with the parents of children in the school.
  + To communicate and cooperate, as appropriate, with persons and bodies outside the school.
  + Act in accordance at all times within the school’s policies and procedures.
  + To participate in meetings associated with the fulfilment of responsibilities.

**Review and development**

* + To participate in reviews of the school's performance and in the identification of targets and the drawing up of improvement plans resulting from such reviews
  + To participate in reviews of her own performance as a teacher
  + To participate in arrangements for further training and professional development as a teacher

**Resources**

* + To advise and cooperate with the Head Teacher and other colleagues concerning the acquisition, storage, maintenance and use of educational and other equipment.

**Discipline, health and safety**

* To maintain and promote good order and discipline among the children of the school
* Undertake supervisory activities during intervals as designated by the Senior Leadership Team.
* To safeguard and promote the health and safety of children both on the school

premises and when they are taking part in school activities elsewhere.

**Extracurricular activities**

* To take part in the school's extra-curricular activities including, when required,

running at least one after-school activity a week and attending official school meetings and functions outside school hours.

**Miscellaneous**

* To take any other responsibilities as may be reasonably required by the Head of Primary and/or the Head of School.

**Tasks and Targets**

* This job description will normally be supplemented by a document setting out specific tasks and targets for the school year. This document will be drawn up by the Head of School in consultation with the teacher.