

John F. Kennedy International School AG



JOB DESCRIPTION

*Computer Science Teacher /
Data & assessment Coordinator
STEAM Team
---- 2025 / 2026 ----
100 % contract*

This job description document contains:

- 1) The JFK Teacher's general job description
- 2) The aforementioned employee's specific job description
- 3) Requirements for all JFK teaching staff
- 4) Rationale of the JFK timetable breakdown
- 5) The aforementioned employee's timetable breakdown

Job description initial agreement and review

The initial agreement will take place before the end of June in the preceding academic year, unless employment begins after this date.

Reviews will take place at least once per year. Further reviews may be requested by the teacher or School Director

	Date	Signature of job description holder	Signature of Head of Department	Comments, if relevant and pertinent
Initial discussion & agreement				
Review				
Review				
Review				

Teacher's General Job Description

JFK is a unique small school with a family feel. We believe that learning exists inside and outside the classroom and that each child is different and so their learning and progression will also be unique

JFK staff are expected to foster a professional environment through exhibiting the core values of the school.

Key areas of responsibility:

Teaching and Learning

- Plan outcomes of learning showing a balance between outcomes of knowledge, understanding and thinking skills, showing differentiation where necessary.
- Ensuring effective teaching so that teaching objectives are met and the best use is made of teaching time
- Demonstrate extensive understanding of subject content and connections with other subjects
- Plan collaboratively with colleagues to ensure the curriculum is integrated, broad and balanced
- Ensure that lessons take into account the full range of ability of the students and make appropriate use of information from the EAL department
- Set high expectations for students behaviour, establishing and maintaining a good standard of discipline through well focused teaching
- Mark and monitor students' work promptly. Provide constructive oral and written feedback and set targets that make the next steps clear
- Be a class teacher and/or homeroom teacher as required
- Ensure there is a constant review of teaching approaches and subject content, keeping up to date with developments in your subject curriculum
- Set high, clear and consistent expectations for student achievement and student pride in work
- Develop schemes of work and assessment procedures to ensure a consistent approach to teaching and learning
- Create and maintain a pleasant, safe and accessible environment where students are engaged in purposeful learning activities in a variety of ways
- Be flexible and adjust the content and process to meet individual learner's needs.
- Teach an average of 24 lessons per week for a full time post; the exact number of hours may vary throughout the year

Pupil well being

- Ensure safeguarding of students, reporting concerns to the appropriate member of staff
- Create a positive community of mutual respect and support
- Read and adhere to the various policies of the school and support the ethos of the school by upholding the behaviour code, uniform regulations and other expectations
- If required act as a tutor to one of the boarding students, providing pastoral care as required.
- Act as a role model for students, exemplifying a positive attitude

Accountability

- Ensure pupil progress is reported via written reports to parents each term
- Demonstrate responsibility by motivating and enthusing staff and students
- Plan for student assessment with clear assessment criteria and standards that have been communicated to students and which link to external outcomes
- Ensure students are making good progress, documented through evidence, and take appropriate action if a group you teach is doing less well than it should

- Ensure your personal beliefs are not infiltrating through your teaching
- Participate in the school appraisal system

Additional duties

- Attend all school functions as required, regardless of who is running them - School Council, Parents, other teachers, etc.
- Complete break and lunch duties as required
- Participate in staff meetings, In Service Training and parents meetings as required, including before the start of term and when term has finished.
- Make a contribution to school events and projects, assuming leadership with colleagues and initiating new ideas. This includes, but is not limited to, ski events in the Winter term.
- Ensure that all deadlines are met, as published in the school calendar
- For staff over 70% participate in the Autumn Excursion week and/or Spring Overnight trip if required
- Provide cover as and when required by line manager
- Engage in professional development both inside and outside the School.

Other

- Liaise with your line manager promptly, communicating clearly, listening carefully and responding to feedback appropriately
- Demonstrate effective time and resource management
- Work cooperatively with colleagues
- Ensure that as a member of staff you set the highest standards (being punctual to lessons, dealing with adults and students in a sensitive manner, being open to change, appropriate dress, etc.)
- Positively embrace differing cultures
- Preserve and promote the good name of JFK in all dealings with the community and parents
- Work effectively with other people by treating people respectfully and equally and developing good working relationships
- Maintain confidentiality - never publicly relay information about the school until the director has given permission.
- Manage resources effectively, in particular demonstrating strong time management skills but also effective management of equipment, ICT facilities and information
- Look the part by maintaining a professional and business like appearance
- Ensure that all interaction with students and parents remains within the confines of an appropriate professional relationship. (including Facebook/ Instagram pictures and friendships)

The job description is subject to variation depending on the needs of the school. Teachers may be required to carry out additional reasonable requests as requested by their line manager or the Director of the school.

Specific Job Description

Responsibilities

As a computer science teacher, you will need to:

- Lead in the learning of students in Y2 to Y9 in Design & Technology; you will be an outstanding classroom practitioner and specialist with the ability to transmit your passion and knowledge to inspire the next generation of engineers, designer makers and artisans.
- Continue to develop and maintain the computer science department within the school, ensuring that the school has a clear development plan for STEAM education.
- Develop inclusive learning practices across the school with mixed aged group learning with an emphasis on project-based learning opportunities in line with the IMYC curriculum.
- Be able to align the students learning with the ICA programme of learning.
- Develop staff training and professional development opportunities for staff in the school to improve use of technology in the classrooms, share best practices.
- Create extracurricular opportunities for students to develop their design and technology abilities through a network of robotics and STEAM global initiatives.
- Support and develop the robotics technology for our age group of students.
- Create and maintain short and long-term development plans in relation to the STEAM department and education with the senior leadership team in line with the school strategic plan.
- Develop and maintain the student portfolio across the whole school, including setting up the main structure of the E books, updating termly with teachers and heads of section.

IPC / IMYC Curriculum

- To support any in school training workshops on the IPC / IMYC.
- Develop design and technology as an integral part of the IPC/IMYC and to support new initiatives
- To implement the structure of the IPC / IMYC.
- To collaborate with the other middle school teaching staff to ensure thematic consistency across the IPC / IMYC planning unit.

Homeroom Teacher Responsibilities

- To plan for weekly homeroom meetings
- Follow up on any pastoral care across the Middle School with the Head of Middle School
- Plan and support the homeroom teachers with the PSHE programme implementation.
- Plan with the line manager the assembly rota and deliver assembly at least once per term.
- Plan the homeroom external trips with the Head of Middle School and IMYC curriculum coordinator.
- Coordinate Student Council meetings and events and to develop the Student Council's role in our school

Homeroom: General Responsibilities

- To be the homeroom teacher for Year 9.
- To be present during each morning Homeroom Welcome session which takes place in the 20 minutes preceding the start of class.
- Plan for assembly with your year group at least once per term.
- To update the electronic register each morning and to monitor absences and late arrivals.
- To be responsible, in consultation and collaboration with the line manager and the appropriate members of staff, for monitoring the well-being, the behaviour and academic progress of every student in the class.
- To liaise with/inform the subject teachers and School Director about any issue concerning a student.

- To inform parents about any issues, after consultation
- To check the homeroom students' reports for spelling errors or anomalies of level/attainment.
- To write a comment for each child, summarising the report and the term's progress.

Trips/Excursions

- To lead/help to lead at least one excursion during the term.
- To go on all other excursions, if your classes have been cancelled.
- To be a presence at all JFK events
- Staff over 70% are expected to attend school trips where required and for homeroom teachers this is obligatory for both Autumn and Spring trips.

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