

## **JOB DESCRIPTION**

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS (Singapore), to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

<b>Position/Job Title</b>	Subject Teacher
<b>Classification</b>	Academic
<b>Reporting to</b>	Head of Department
<b>Duties and Responsibilities</b>	<p><b>Overview:</b></p> <p>Subject teachers, responsible to their Head of Department, are accountable for the outcomes and achievements of the students they teach. All subject teachers are expected to be a professional and active member of the NLCS (Singapore) community, working as part of the team to raise standards, improve outcomes and opportunities for all students and encourage students to embrace the NLCS ethos.</p> <p><b>Main areas of responsibility:</b></p> <p>Teaching, Learning and Assessment</p> <ul style="list-style-type: none"><li>● Set high expectations that inspire, motivate and challenge students.</li><li>● Ensure all lessons are prepared and taught in a way that inspires and enthuses students so that they are encouraged to develop a love of learning and a pursuit of scholarship.</li><li>● Create and maintain an engaging, exciting and an orderly classroom.</li><li>● To build in stretch and challenge to their teaching at every possible opportunity.</li><li>● Ensure that students make the expected levels of progress for a student at NLCS (Singapore).</li><li>● Ensure that English speaking and ESL curricular initiatives are reflected in the learning experience for all students through the teaching of all subjects.</li><li>● Maintain high standards of behaviour and expectations of how students work cooperatively with each other within the classroom and in co-curricular activities to facilitate high standards of teaching, scholarship and success.</li><li>● Encourage and maintain high standards of attendance, punctuality and work by students.</li><li>● Adopt a positive and developmental approach to monitoring activities such as lesson observation feedback, work scrutiny, learning walks and student voice.</li></ul>

	<ul style="list-style-type: none"> <li>● Make use of formative and summative assessment to secure students' progress.</li> <li>● Assess, record and report on the attendance, progress, development and attainment of students and retain these records within the departments and school database.</li> <li>● Report, evaluate and analyse student's progress and areas for development at set times in line with the schools assessment policy.</li> <li>● Identify individual and groups of underperforming students through the existing school systems outlined in the schools assessment policy.</li> <li>● Provide feedback to students in both written and verbal form that will support students better understanding of their achievement to date and what is needed to progress further.</li> <li>● Work with the Head of Department and House staff to implement strategies to address the underperformance of individual and groups of students.</li> <li>● Ensure the effective deployment of additional support staff such as ESL teachers within the classroom.</li> <li>● Assist in the development of appropriate schemes of work and resources for the subject area.</li> <li>● Maintain accurate records of student progress and assessments and attendance registers.</li> <li>● Fulfil a teaching commitment in line with the school policy and allocation.</li> <li>● Deliver co-curricular activities in line with school policy.</li> </ul> <p>Other Responsibilities of a Subject Teacher</p> <ul style="list-style-type: none"> <li>● To work professionally and effectively as part of a subject and house team</li> <li>● To be a positive professional role model for all students.</li> <li>● Treat all students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.</li> <li>● To be a form tutor to an assigned group of students and carry out that role in line with policy.</li> <li>● To carry out supervision duties as directed in the duty rota.</li> <li>● Fulfill a minimum of one duty per week in line with school policy.</li> <li>● Continue own professional development in relevant areas including subject knowledge teaching methodology and to attend relevant inset to develop career and personal development goals.</li> <li>● Engage actively in the appraisal process.</li> <li>● Communicate effectively with parents using translators where appropriate.</li> <li>● Be familiar with, and follow, all school policies.</li> <li>● Contribute to the preparation of subject and house development plans, policy and practice as part of the subject and house team.</li> <li>● Support the student led academic societies through either contributing to the subject specific lecture programme or attendance at society events.</li> <li>● Play a full part in the life of NLCS (Singapore) to support its distinctive aims and ethos and be prepared to actively participate and contribute to the community activities that exist within the school.</li> <li>● Attend school events and activities as directed by the Principal and voluntarily support events such as house day trips, Arts week events, sports fixtures home and away and musical performances by students after school and at weekends.</li> </ul>
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	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"><li>• Abide by the school safeguarding policy and keep abreast of any changes.</li><li>• Have regard for, and promote the need to safeguard students' well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country.</li></ul>
<b>Last JD Review</b>	August 2019