ISA Wuhan
International School
武汉爱莎国际学校

JOB DESCRIPTION FOR

TEACHER

Responsible to: *Line Manager / Head of Department / Team Leader*

Job purpose: *In addition to the duties of a classroom teacher, to be responsible for the planning, teaching and learning within the year groups taught; to be accountable for high standards across these year groups; to liaise with other teachers in the same department where necessary; to ensure continuity and progression throughout the curriculum.*

The Post-holder is:

1. VISION AND STRATEGY

- To support the International Leadership Team (ILT) in providing a clear educational vision, ethos and direction for the school, which promotes excellent teaching and learning, including the spiritual, moral, social and cultural development of pupils.

2. PERSONNEL

- To follow the school policy of attendance at the campus during scheduled working hours as laid down in the Staff Handbook with at least one hour weekly after-school staff meeting or training. In addition to school days, all SUIS staff are expected to attend the equivalent of 5 In-Service Training (InSeT) days annually as and when these are organised.
- To attend the requisite staff meetings punctually and play an active part in them.
- To attend school meetings, as requested by the Principal or other appropriate leader.
- To attend relevant Parents' Consultation meetings.
- To promote your subject and its activities/achievements, when required, through school publications e.g. newsletter, Year Book, website etc...

3. CURRICULUM

- To adhere to a high standard of learning and teaching of the specific subject/s the teacher has been tasked to teach.
- To follow the expectations of the school Curriculum in terms of objectives, skills and content as well as liaising effectively with colleagues.
- To complete detailed and relevant Schemes of Learning in line with school policy and upload them on to public-shared locations where appropriate.

- To ensure continuity with the Primary / Secondary curriculum where appropriate.
- To encourage cross-curricular approaches with other subjects, where appropriate.
- To maximise opportunities to develop and enhance the curriculum by encouraging opportunities inside and outside the school by having e.g. visiting speakers, undertaking field trips etc...
- To ensure the appropriate provision of textbooks and teaching resources.
- To establish and monitor clear homework expectations.
- To display students' work in the classroom and in the school generally, as required.
- To provide appropriate information to parents about your subject.
- To lead, when requested, seminars for parents about your subject.
- Where appropriate, to include activities to do with your subject(s) in the Co-Curricular Activity programme.
- To undertake any other activity, which promotes the teaching of your subject in the school.
- To liaise and share ideas to enhance education with teachers of your subject in your department / team and other SUIS schools.

4. ASSESSMENT

- To be aware of the assessment criteria in your subject and to assess your pupils accordingly and appropriately.
- To mark pupils' work regularly according to the School Assessment Policy.
- To follow the marking criteria as per school policy.
- To keep a detailed mark-book tracking students' progress easily accessible to the Leadership Team (LT).
- To ensure that internal examinations are set, conducted and marked in line with school expectations/policy.
- To write a comprehensible school report each semester for each student articulating their achievements and developments areas in the subject(s) you teach them.

5. PASTORAL

- To maintain the standards of students' behaviour and dress.
- To undertake school supervision duties.
- To cover classes, as requested by the school.
- To develop a knowledge of the pupils and to foster a highly positive working relationship with them.
- To help students assume responsibility for their own behaviour.
- To show an interest in what the students do and achieve.
- To be approachable for students to talk to.
- To address any academic, social and behavioural problems appropriately.
- To monitor academic and pastoral progress.
- To help integrate new students into the group.
- To liaise, meet with parents and other teachers where necessary.
- To support school policies e.g. conduct, uniform, routines etc…
- To write a comprehensible school report before each published deadline as per school policy for each student articulating their achievements and development areas in the subject(s) you teach them ensuring the highest standards in professionalism are applied consistently for all reports of your charges.
- To proofread the writing/production of individual student reports in your department where appropriate.
- To attend assemblies and meetings as required.
- To support House activities and events. To efficiently and promptly complete all other relevant administrative tasks.

<u>If a Homeroom / Form Tutor:</u>

- To follow the Virtues / PSHCE programme where applicable.
- To encourage and support pupils in their participation of the co- and extra-curricular Activity Programme as well as after-school activities.
- To arrive punctually to registration.
- To mark the attendance register accurately.

- To check and sign the Student Planners.
- To hand out notices and, when appropriate, collect and distribute appropriately, the returns.
- To support and monitor the school rewards and sanctions policy in your allocated tutor group.
- To mentor and coach students to achieve the best that they can and lead fulfilling lives.

6. RESOURCES

- To suggest orders of the necessary resources for your subject(s) to the appropriate Budget Holder.

7. PROFESSIONAL DEVELOPMENT

- To participate positively in your own appraisal.
- To participate in school and organisation-wide InSeT and other professional development events.
- To provide InSeT in your subject area, if requested.
- To be pro-active in furthering your own development/career opportunities.

8. ADDITIONAL RESPONSIBILITIES

- To keep the LT informed about their Subject needs and development.
- To ensure continuity, progression and assessment in your subject.
- To initiate both in-phase and cross-phase liaison where appropriate.
- To maintain the school's status as a Healthy School.
- To support and monitor any teachers as required in pedagogical practice.
- To conduct oneself in a professional manner at all times including meeting deadlines punctually, behaving in a polite and understanding way towards colleagues during meetings and all other times.
- To carry out any other reasonable duties as directed by the Principal in conjunction with the senior leadership of the school.

The Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended and duties varied to meet the changing needs of the school at any time after consultation with you.

Receipt of the above agreed Job Description is acknowledged.

FULL NAME (CAPITALS):_____

Signed: _____ Date:_____

Employee's initials:_____