

Role Title	Reports to
Teacher	Head of Faculty
Purpose of the role	
To deliver the school curriculum; this involves classroom teaching, extra-curricular involvement and tutorial support.	
The specific duties of this position are listed below:	
- Plan and teach lessons and sequences of lessons to the classes assigned to teach within the context of the school's plans, curriculum and schemes of work. - To demonstrate good teaching practice, leading to improved learning outcomes for all students. - To fulfil all professional obligations relating to the administration and delivery of the curriculum as detailed by the administration; these include: - meeting all deadlines - fulfilling timetable commitments - fulfilling supervisory duties as outlined at the beginning of each academic year - maintenance of assessment records - writing of reports - participate in arrangements for preparing students for external examinations - maintaining good order and discipline among students in accordance with the school's procedures, to encourage excellent learning habits with regard to punctuality, behaviour, standards of work/homework - To be familiar with, and to implement, all school policies relevant to the delivery of the school curriculum and to the administrative operations of the school. - To attend professional and operational meetings as determined by the school administration (faculty, parent evenings, accreditation processes – CIS, NEASC etc). - To bring all matters of concern to the attention of the appropriate administrator. - To remain abreast of developments in education generally, but specifically within areas of pedagogical responsibility (IBDP & IGCSE included). - To undertake professional development in IT skills to the minimum level required by the school. - To be actively involved in the school's extra-curricular and community service programmes. - To attend major functions/events at the request of the Principal. - To undertake a formal performance management evaluation every contract, and to review this evaluation with the Principal or Deputy Principal. - To assist in the maintenance of resources and work with others on curriculum development. - To contribute, through faculty meetings, to the review and development of school policies, practices and procedures and to implement them as required.	
October 2017	