

## **Haut-Lac International Bilingual School**

### **JOB DESCRIPTION**

**Post:** Class / Subject Teacher

**Reporting to:** Subject Leader / Secondary Head

To ensure all students reach their potential through delivery of high quality teaching and learning alongside effective monitoring, assessment and target setting.

### **General expectations:**

- In line with our Duty of Care, act with due consideration for the health safety and welfare of everybody involved with the community of the school. This is defined in the Health and safety Policy in the general section and the post specific section.
- Play an active and directional role in the school, lead by example motivating others in the fulfilling of the school mission and guiding statements.
- Create enthusiasm for participation in and actively support extra-curricular and supplementary activities organised by Haut-Lac and its PTA.
- Follow closely the post specific expectations

### **Core tasks specific to this post:**

- Plan effectively to ensure that each student has the opportunity to meet their potential, taking into account their individual needs, language ability and their prior attainment
- Identify clear teaching objectives, success criteria, content, lesson structures and sequences appropriate to the age of students being taught.
- Make appropriate contributions to the preparation, implementation, monitoring and review of Individual Education Plans for students who require them.
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods including a variety of differentiation, EAL/ FLA strategies which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.

- Secure a good standard of student behaviour in the classroom through positive and productive relationships. Establish appropriate and high expectations of discipline in and out of the classroom which students respect; act to pre-empt and deal with inappropriate behaviour in context of the behaviour policy of the school.
- In line with school policy, assess and monitor students' progress and performance in class and via homework, providing constructive oral and written feedback and setting targets for students' progress.
- Complete reports for parents and tutors.
- Attend parent meetings and information meetings as required.
- Encourage parents who need extra information about the programme or their child to make contact regularly.
- Liaise with parents if a student is experiencing difficulty.
- Take an active part in the school's enrichment programme.
- Take an active part in the school's extra-curricular programme.
- Recognise that learning takes place outside of the academic programme and provide opportunities to develop students' understanding by contributing to and taking an active part in the after-school clubs system.
- Understand the need to take responsibility for personal development and keep up to date with research, developments in pedagogy and subject knowledge.
- Understand the professional responsibilities of the role in relation to school policies and practices.
- Set a good example to all students by your personal conduct and presentation.
- Evaluate your own teaching critically and use this to improve your effectiveness.
- Take responsibility for implementing school policies and practices.
- Share good practice through peer coaching with colleagues across the school.

#### **General tasks**

- Establish effective working relationships with colleagues across the school (3 -18) both academic and support staff.

- Be supportive of the management policies and directives including their projects for constructive evolution and change
- Strive to live up to the expectation of being a positive and enthusiastic advocate of the school's mission and vision and all that this entails
- Identify appropriate resources needed and inform the curriculum leader.
- Be aware of the needs of students of English/French as an additional language.
- Recognise and apply the fact that every subject/ classroom teacher is always a language teacher.
- Be passionate and seek to deepen personal knowledge about international education, bilingualism and intercultural awareness.
- To undertake any other duty as specified in the School's Terms and Conditions or as assigned by the Senior Leadership Team.