**Job Description: Secondary Teacher**

**BIS Moscow**

**Purpose of the Job**

The role of the teacher is to teach and educate pupils according to the abilities, educational needs and attainment potential of individual pupils entrusted to his/her care by the Head Teacher.

**Specific Teaching Responsibilities**

* Plan, prepare and deliver lessons which facilitate active learning experiences
* Develop differentiated schemes of work
* Establish and communicate clear objectives for all learning activities
* Observe, assess, record and report on the development and attainment of pupils
* Assign appropriate classwork, homework, tests and other assignments
* Provide appropriate feedback in line with the school policies
* Prepare required reports on students and their activities in line with the school reporting policy
* Ensure a positive learning environment in the classroom
* Provide a variety of learning materials and resources
* Identify and select differentiated resources and methods to meet pupils’ varying needs
* Use relevant technology to support learning
* Maintain accurate and complete records of pupils’ progress and development
* Manage student behaviour in the classroom by establishing and enforcing rules and procedures and apply appropriate disciplinary measures where necessary
* Remain current with developments in subject areas, teaching resources and methods and make relevant changes to schemes of work
* Have good knowledge of the syllabus requirements of external examination boards and keep up to date with any changes
* Review and evaluate own teaching and learning strategies and methodologies
* Promote the general progress and well being of pupils
* Safeguard the health and safety of pupils at all times

**Pastoral Responsibilities**

* Be a form tutor to an assigned group of pupils in line with the school’s form tutor policy
* promote the general progress and well-being of individual pupils and of the tutor group as a whole
* Liaise with the key stage coordinators to ensure the implementation of the school's pastoral system
* Register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
* Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved

**Further professional requirements**

* Have good knowledge of teachers' professional duties
* Operate at all times within the stated policies and practices of the school
* Establish effective working relationships and set a good example through presentation and personal and professional conduct
* Endeavour to give every child the opportunity to reach their potential and meet high expectations
* Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
* Participate in marketing and liaison activities review days and events with other schools within the BIS Moscow group
* Participate in department, school and parent meetings
* Participate in professional development courses and activities when required to do so
* Participate in extracurricular activities such as sporting activities and clubs
* Maintain discipline around school in general in accordance with the rules and disciplinary systems of the school

**Headteacher Teacher**

**Name: Name:**

**Signature: Signature:**

**Date: Date:**