**Job Description: Secondary Teacher**

**BIS Moscow**

[**www.bismoscow.com**](http://www.bismoscow.com)

**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**  **Name:**  **Signature:**  **Date:** | **Teacher**  **Name:**  **Signature:**  **Date:** |
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