**BIS Moscow**



**The British International School, Moscow**

**Job Description**

**Name**

**Title of post: EAL / ESL Teacher**

**General**

The job description is to be performed in accordance with the provisions set out in your contract.

**Relationships**

* The postholder will report to the Headteacher (or her designate e.g. EAL Leader of Learning).
* The postholder will be responsible for pupils in assigned classes.

**Purposeofthejob**

* The education and welfare of designated classes of pupils ensuring pupils follow a designed curriculum enabling pupils to progress with their English studies, the wider school’s aims, values and all school policies.
* To ensure equal opportunities for all children and adults in the classroom.
* To establish a secure classroom atmosphere where high standards and an appropriate pace of work are set for children.
* To provide a stimulating and challenging environment.
* To provide a safe, well organised working area,in accordance with school policy.

**Particular responsibilities**

**The post will require that the following duties be undertaken:**

* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the pupils being taught.
* Planning effectively to ensure that pupils have the opportunity to meet their potential, and taking account of the needs of pupils who are underachieving, making use of relevant information and specialist help where available.
* Setting appropriate expectations for individual pupil’s learning and motivation.
* Setting clear targets for pupils’ learning, building on prior attainment through formative assessment strategies.
* Differentiating for pupils needs within groups where appropriate.
* Record, assess and report the development, progress and attainment of pupils – in line with school 5 practices.
* Be accountable to the Headteacherfor curriculum planning. (For monitoring purposes, planning must be completed weekly and handed in to the SLHT (or his designate)).
* To adhere to the school policies and contribute to them at times of review.

**Managing Own Performance and Development.**

* Attend meetings where appropriate, courses and read appropriate literature in order to keep professionally up to date.
* Understanding the professional responsibilities in relation to and for implementing school policies and practices, including those dealing with the well-being of individual pupils, maintaining good order, discipline and safeguarding the health and safety of pupils (e.g. school duties, positive reinforcement of behavior etc).
* Setting a good example to the pupils with regard to personal conduct and the use of positive language.
* Positively engage in performance management.

## Managing and Developing Staff and other Adults

Teachersmust:

* Establish effective working relationships with all colleagues throughout the school.

## Relation with Parents and the Wider Community

* Liaise effectively with pupils’ parents/carers through informative oral and written reports on pupils’ progress and achievement, discussing appropriate targets and encouraging them to support their children’s learning, behaviour and progress (as per policies and practices within School 5).
* Undertake extra-curricular clubs where required.

Undertake other such duties as may be assigned by the Headteacher.

The post holder is accountable to the Headteacher. The job description may be reviewed on an annual basis in consultation with the post holder.

English Teacher

Signed:

Name:

Dated:

Headteacher

Signed:

Name:

Dated: