



JOB DESCRIPTION SPECIALIST TEACHER

Specific Specialist Teacher Responsibilities Include:

The specialist teacher has the responsibility for the social welfare and academic development of each individual student in their lessons. The specialist teacher is responsible for building a positive social and learning environment amongst the students. The specialist teacher is responsible to the Coordinators and to the Head of the School.

1. Teaching

- Follow up of students academically and socially
- Promoting a positive class environment
- Fostering an inquiry-based learning environment
- Implementation of IB programme
- Field Trip chaperone (Inspiria/Library ect.)
- Meeting the diverse needs of all students (differentiation)
- Follow up of learning goals and skills within the subjects they teach
- Follow up of assessment and feedback within subjects they teach
- Attendance at grade level and curriculum meetings
- Responsible for necessary information communicated to other teachers working with the grade level
- Supervision of class during concerts, theater performances, etc.
- Service & Action advisor for homeroom class (MYP)
- Facilitating Class Meeting Time to talk about “homeroom” topics and to follow up the implementation of the IB programme (MYP)

2. Documentation

- Update Weekly Planner- Homework, weekly goals (PYP)
- Update Weekly Planner- Current Unit, Weekly Goals, Summative Assessment for this unit, Upcoming deadlines (MYP)
- Creates and updates Unit Planners for the classes current unit
- Collaborate on BV paperwork as needed
- Collaborate on BUPP paperwork as needed
- Collaborate on PPT paperwork as needed
- Complete IOP paperwork and meetings as needed
- Complete 12-4 documentation as needed
- Keep a record of all parent/student correspondence via Toddle and email
- Follow up of the Archiving Policy
- Write report cards referencing the report card guide
- Maintain files and registers as required
- Maintain a class attendance register in Toddle
- Keep a record of textbooks and other equipment on issue to students (PYP) (MYP-subject teacher responsibility)



- (PYP) Keep a record of marks and grades for all assignments, tests and outcomes in Toddler within subjects they teach.
- (MYP) Keep a record of marks and grades for all assignments and tests in Toddler within subjects they teach
- Keep a copy of all major assessments
- Maintain records as required by the PYP/MYP Coordinator
- Assist with the onboarding process for new students

3. Communication

- Professional Toddler communication/email exchange (advice from HOS)
- Large group parent meeting
- Additional Parent/Teacher meeting if necessary/requested
- Prepare and submit any documentation required for authorisation and evaluation
- Participate in meetings with PPT/BUPP ect.
- Share information and collaborate at Grade Level Meetings/Curriculum Meetings
- Follow up 12-4 plans with classroom teacher/HOS
- Participate in regular appraisal conducted by the Head of School.
- Promote the welfare of the students at all times in the best interests of the school
- Carry out any other duties as the Head of School may reasonably assign

4. Professional Development

- Complete necessary IB certification and continued professional development.
- Knowledge and implementation of all CIS School Policies.
- Knowledge and implementation of HMS protocol.
- Knowledge and implementation of school rules and routines.
- Knowledge about Privatskoleloven, Opplæringsloven, UDIR requirements

5. Resource Management

- Maintain an overview of subject related resources and responsibilities to fill out and submit necessary order forms

6. Skills:

- Have a positive attitude
- Be flexible
- Be organized
- Be open minded
- Is able to communicate effectively with students, parents, and colleagues
- Is able to collaborate with colleagues
- Be professional
- Have a strong problem-solving ability and foresee/prioritize upcoming challenges
- Have excellent English language skills

Application of Duties

The Head of School may provide and verbally clarify a clear, structured, schedule of tasks allocations on a weekly basis should this be necessary.



Review:

This Job Description will be reviewed on a yearly basis as part of the Performance Management cycle. It may also be reviewed outside such a cycle at the request of either the Head of School or the post holder.