

## 1 TEACHING STAFF AT MIS

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Staff are appointed as primary homeroom teachers or subject specialists. In the Senior section of the school, subject specialists will also play a pastoral role as form tutors. All teaching staff, both Juniors and Seniors have responsibilities for boarding.

## 2 PLACE IN THE ORGANISATION

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Homeroom teachers work with their year team leaders and subject specialists with academic leaders. Specialist teachers in the secondary section will also be part of a pastoral team in the role of form tutors and work under the guidance of Houseparents.

When performing boarding duties, all teaching staff are responsible to the Head of Boarding and Pastoral care.

## 3 RESPONSIBILITIES

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### 3.1 SCHOOL PHILOSOPHY AND STRATEGIC PLANNING

All teaching staff have a responsibility to

- Ensure that the school mission and objectives are implemented consistently in areas for which they hold responsibility
- Participate in the development of school philosophy
- Assist in the development of the school's strategic plans

### 3.2 CURRICULUM AND PEDAGOGY

Homeroom and specialist teachers will

- Teach challenging, well organised and differentiated lessons
- Have well-grounded expectations of learners, designed to raise levels of attainment
- Plan for progression informed by secure curriculum and subject knowledge
- Be familiar with and able to use relevant Educational Technology in their teaching
- Implement a range of assessment techniques, including formative assessment
- Establish a purposeful and safe learning environment, which takes account of all Health and Safety requirements and procedures
- Participate in the co-curricular programme, enhancing students' opportunities for learning

### 3.3 MONITORING, FEEDBACK AND COMMUNICATING STUDENT PROGRESS

Homeroom and specialist teachers will

- Provide learners, colleagues, parents and carers with timely and constructive feedback on attainment, progress and areas for development
- Use relevant assessment data to inform feedback and reporting
- Track the progress of their students using relevant assessment data
- Support and guide students so that they can reflect on their learning, identify progress, set positive targets for improvement while becoming successful independent learners



- Develop positive relationships with parents to help students move forward in their learning

### 3.4 PROFESSIONAL STANDARDS AND COLLEGIALITY

All teaching staff will

- Be committed to appropriate professional development
- Reflect on the effectiveness of their teaching
- Have a creative and constructively critical approach towards innovation
- Reflect upon advice and feedback from colleagues
- Work as a team member and identify opportunities for sharing the development of effective practice
- Participate in rotas, duties and meetings as required
- Support school functions and events outside of normal school hours

### 3.5 PASTORAL CARE AND BEHAVIOUR MANAGEMENT

Homeroom teachers and secondary tutors will

- Know their students well
- Provide a point of reference and support for students assigned to their pastoral care
- Know and follow the Health and Safety procedures of the school
- Identify and support students whose progress, development or well-being is affected by changes or difficulties in their personal circumstances
- Know how and when to refer students to colleagues for specialist support
- Play a leading role in the coordination of support for the students in their care

All teaching staff will

- Actively apply all school arrangements for Child Protection
- Manage learners' behaviour constructively, in line with the school's behaviour policy, using a range of techniques and strategies to promote independence, while developing students' social, emotional and behavioural skills

### 3.6 BOARDING HOUSE DUTIES

As MIS is a committed boarding school, all teachers, regardless of the age of the students for which they have academic responsibility, are expected to perform a range of boarding duties, which currently consist of two or three evening duties per month and one weekend duty per academic year.

### 3.7 RESOURCE MANAGEMENT

All teachers will

- Monitor the allocation of resources and spending in areas for which they are responsible
- Participate in a consultative process of school budget construction

### 3.8 OTHER RESPONSIBILITIES

Teachers will also undertake any other reasonable tasks assigned to them to ensure the effective pastoral care and academic development of their students,