



St Nicholas School
Job Description
Teacher Grades 6-12
St Nicholas School: A Unique Educational Adventure

Mission

Through an inquiry based international education, St Nicholas School develops responsible, confident and caring citizens of an ever-changing world.

By setting high academic standards and celebrating cultural diversity, we nurture individual talents and embrace a shared passion for learning.

Responsible to:

Heads of Middle Years Section
Head of School

General

To maintain ethical and professional standards in attendance, punctuality, appearance, conduct, meetings of deadlines and the general fulfilment of responsibilities.

The Middle School forms part of the wider St Nicholas community and all community members are expected to contribute positively to the whole community and take a full part in school life.

Professional Knowledge

1. To have secure pedagogical knowledge and understanding and be familiar with current educational practice and developments.
2. To understand the school's beliefs about learning and how to implement the IB curricular framework.

Planning

3. To be responsible for the planning, preparation, organisation of learning based on appropriate curriculum documentation and knowledge of the learners' needs.
4. Work collaboratively to produce medium and short-term planning which promotes an integrated curriculum.
5. To plan well-paced lessons that take into account different learning styles and the differing levels of each learners' academic, emotional and cognitive development.
6. To effectively liaise with members of the Personalized Learning department and other professionals connected to each learner.

Approaches to Teaching

7. To engage in daily practice consistent with the philosophy of the school while emphasising a concept-led and inquiry-based approach and promoting the IBO's learner profile.
8. To create an organised and stimulating physical environment where students develop autonomy over their space and use of resources
9. To use a range and balance of strategies carefully selected for effectiveness and the needs of the group.
10. To effectively use ICT for learning and assessing.
11. To create an inclusive learning environment in which students have the opportunity to develop agency, learning ways to take responsibility for their learning and interactions with others.
12. To support learning outside the classroom as appropriate through fieldwork, trips, and action/ service-learning experiences.
13. To set home learning in accordance with school policy, considering the individual needs of the students.

Assessment

14. To use a range and balance of fit for purpose strategies in line with the school's assessment policy to evaluate learning and inform future learning.
15. To keep appropriate and systematic records of learning, development and achievement, and progress over time.
16. To analyze assessment data against standards to inform teaching and learning.
17. To provide timely, specific, relevant feedback that allows student learning to progress.
18. To support the external assessment process in all ways.

Reporting

19. Keep parents informed of the progress and attainment of their children and advise on the needs of the learner, through scheduled parents' meetings and the school reporting system,

Communication

20. To liaise with the Head of Middle Years, PL department, and class tutors about the progress and needs of the learner.
21. To attend and contribute positively to all relevant school meetings.

Tutor

22. To be part of a Pastoral Team and perform the duties of a Class Tutor.

Professional Development

23. To be responsible for your own learning.
24. To participate constructively in the Performance Management system.
25. Attend Professional Development courses where appropriate.
26. To maintain professional relationships with pupils, teaching colleagues and support staff.

Other

27. Contribute enthusiastically and effectively to the ECA programme.
28. To perform break and lunch duties and to cover for absent colleagues.
29. To carry out additional duties that might reasonably be asked.

You will bring:

- Passion and enthusiasm and a belief in all learners
- A commitment to inquiry-based learning
- A commitment to international mindedness and IB teaching philosophy (www.ibo.org)
- A positive and optimistic attitude to students, learning and education.
- Additional qualities to add to the school community

Working hours for all teachers are:

07:45 to 16:15	Full-time staff
07:45 to 12:45	Part-time

This job description will be reviewed as necessary according to the changing needs.

November 2020 – L Bayer