

Job Description: Primary Teacher

Uplands Guiding Statements & School Values



- 1) **Respect:** At Uplands, we embody a culture of trust and support through empathy and an understanding of different beliefs. We celebrate the achievements, talents, and efforts of our community.
- 2) **Collaboration:** At Uplands, we engage in open-minded dialogue and active listening based on honesty, transparency, and mutual respect, where every individual has something valuable to contribute. We work together to achieve common goals.
- 3) **Resilience:** At Uplands, we provide an environment for personal and academic challenges. We praise perseverance and the willingness to be open to new experiences.
- 4) **Diversity:** At Uplands, we celebrate international-mindedness, and embrace different perspectives. We are understanding and open-minded.
- 5) **Inquiry:** At Uplands, we encourage all members of our community to be inquirers and embrace creativity. We are innovative, reflective, and enthusiastic life-long learners.

The International School of Penang (Uplands) is a not-for-profit, co-educational and non-denominational day school for students aged between 4 – 18 years old.

Vision: To provide an exemplary international education in a dynamic multicultural environment, encouraging all school members to be active learners and engage with the local and wider community.

Mission: To be an international community that upholds the School's values, nurturing its members to become globally-minded citizens.

Motto: Respect for Self. Respect for Others.

Safe School Commitment



At Uplands, we are committed to ensuring all members of our community are provided with a safe environment, enabling them to achieve, thrive and develop. It is our stated intention to be proactive and diligent in ensuring all members of our community are kept safe from exploitation, abuse, or harm.



The International School of Penang (Uplands)

THE I.S.P. SCHOOLS ASSOCIATION (No. 2597 - V)

ESTABLISHED 1955

Overview

A primary school teacher at Uplands is expected to model the school motto and values in all that they do, enacting these values within the classroom as outlined in our learning and teaching principles and practices. All teachers have a responsibility to provide rigorous, engaging learning opportunities for all students through collaborative planning and reflective practices. Learning should be student-centred, inquiry-based and responsive to the needs of each student.

Key Responsibilities

- To collaboratively plan and deliver lessons in line with the PYP inquiry-based curriculum and the learning and teaching policy
- To create a positive learning and teaching environment in the classroom that challenges and inspires students to deepen their knowledge and understanding
- To provide students with authentic learning experiences that are differentiated to meet the needs of the students in a socially, emotionally and physically safe environment to enable them to meet their full potential
- To assess student progress and provide regular, timely feedback to students and parents
- To model the school motto and values in all interactions
- To provide pastoral care for all students
- To actively participate in the cross-curricular programme

Duties

Learning and Teaching

- Collaboratively plan with all colleagues and the PYP coordinator to prepare lessons in line with the expectations of the PYP curriculum that provide opportunities for all students to learn and progress
- Produce written curriculum documentation in collaboration with the PYP coordinator and share all resources produced
- To deliver all lessons as per the individual timetable, ensuring learning and teaching is in line with school policy, the shared beliefs and the IB approaches to teaching.
- To partake in regular PYP curriculum reviews
- To ensure that all students, for many of whom English is not their first language, have equal opportunities to benefit from the resources, curriculum and environment of the School. This will involve employing a variety of teaching techniques appropriate to the needs of the students and collaborating with the student support services team, including EAL and Special Educational Needs
- To ensure that the PYP curriculum, delivered through inquiry-based teaching is interesting, intellectually stimulating, academically challenging and delivered in a culturally sensitive manner.
- To regularly assess each student's progress through formative and summative assessment and provide meaningful, detailed and constructive feedback to the students and parents.
- To liaise with the Learning Support department, EAL department, and pastoral team as and when appropriate.
- To develop and foster the skills, approaches to learning and social abilities to enable the development of students according to age, ability and aptitude



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Pastoral

- To demonstrate care for all students and to exhibit, by appropriate actions, concern for their well-being at all times
- To be aware of students' personal circumstances, including medical conditions, when deemed appropriate.
- To be available to students for consultations, guidance and support as and when required
- To assist new students in integrating into the school
- To register the form class each day and keep a record of attendance and lateness, taking such follow-up action as and when required

Administration

- To perform supervisory duties throughout the school as advised by the duty schedule.
- To attend parent meetings, consultations, INSET, staff meetings, working parties and curriculum meetings as required
- To use the school system to provide continuous assessment information to parents and students in line with the assessment policy
- To use Toddle to document the written curriculum and reflections
- To meet assessment and reporting requirements and deadlines
- To encourage and support the extra-curricular programme and to offer one extra-curricular activity per week.

Professional Conduct

- To promote and live by the School motto: "respect for self; respect for others."
- To thoroughly acquaint oneself with all School organisation and policy documents (published in the School's Handbook and Intranet)
- To have high expectations of all students – in both work, dress and conduct – and to be a good role model by presenting an image to the community which reflects creditably upon the School.
- To follow the E-leave process correctly in the event of absence and leave appropriate work for cover teachers during periods of absence.
- Members of staff should dress and present themselves in a professional and dignified fashion, reflecting their position of responsibility.

Employee's Signature

Date

Head of Primary

Date