

British School of Bahrain Job Description

Updated Dec 2020



Name :	
Job Title :	Class Teacher
Department :	Junior School
Responsible To :	Head of Juniors
Line Manager :	Head of Year
Job Summary :	<i>To facilitate and to maximise the academic progress and pastoral welfare of each assigned student. The teacher has clear teaching, pastoral and administrative roles.</i>
School Mission Statement : <i>All members of staff are expected to support the Mission Statement and aims of The British School of Bahrain</i>	<i>We achieve excellence through enjoying our learning, doing and knowing, challenging ourselves to persevere in the face of challenge and promoting teamwork.</i> <i>We embrace responsibility for our own learning, for our words and actions and for our local and international community.</i> <i>We celebrate individuality by ensuring a variety of approaches to teaching and learning and by showing respect for other people's opinions, beliefs and traditions.</i>

<p>School Aims :</p>	<p>The BSB ensures that every child is</p> <ul style="list-style-type: none"> • part of a safe and stimulating learning environment • given the opportunity to participate productively within the school community <p>To achieve this, BSB will provide opportunities through a broad, balanced and varied curriculum. Each child will be encouraged to draw from the social, moral, cultural, academic and physical experiences offered within the school and the community. Children will be able to transfer to other educational systems without any disadvantage and, in particular, obtain qualifications to allow them to proceed directly to institutions of higher education in this and other countries.</p> <p>An academic member of staff supports the above statement by taking his/her full share of responsibility for the educational development and pastoral care of BSB pupils</p>
<p>Key responsibilities :</p>	<ol style="list-style-type: none"> 1. A member of the teaching staff team has the following academic responsibilities. <ol style="list-style-type: none"> a) To provide an organised, disciplined and stimulating environment in the classroom. b) To promote practical first hand experiences and other educationally appropriate activities for individual and group learning. c) To provide target-related and objective-related learning opportunities for all students, differentiating for individual needs. d) Under the direction of his/her Head, assist the forward planning of all class work in support of the agreed curriculum in the format requested. e) To make written and/or oral assessments and evaluations of individual students and of the class as a whole – presenting these to the Head and parents as appropriate - meeting specified deadlines when required. f) To keep detailed and updated weekly class plans and records of group and individual work with the students. g) To offer support and input to the development of a broad, balanced, relevant and differentiated curriculum. h) Under the direction of the Head of Juniors or other line-manager, to take responsibilities for designated areas and aspects of the department of which he/she is a member. i) To take responsibility for the care, upkeep and development of school materials and resources. j) To support and apply all BSB policies. k) To assist and support the process of examination and class work moderation both internally and externally. l) To take part in the school performance management programme as required by the Head of Juniors. m) To promote the school positively at all times.

	<ul style="list-style-type: none"> n) To work with fellow colleagues in a spirit of mutual cooperation to maintain and enhance a pleasant professional working environment. o) To cover for absent colleagues when necessary. p) To undertake any other reasonable task or duty as instructed by the Head of Juniors or any other line manager. q) To attend punctually on all occasions agreed in the contract and as reasonably requested by the Head of Juniors or line-manager <p>2. A member of the teaching staff has the following pastoral responsibilities.</p> <ul style="list-style-type: none"> a) To carry out fully and efficiently pastoral and administrative duties as assigned by the Head of Juniors. b) To register attendance of students as per the school's policies and procedures. c) To participate in after/out of school events such as: staff pre-school briefing, staff meetings, parents' evenings, school trips, after-school clubs as may be reasonably requested by the Head of Juniors. d) To be responsible for a reasonable number of playground, lunch and other duties as may be required. e) To offer full support, take an active part and input into the development of a broad, balanced, relevant and differentiated extra-curricular programme within BSB. f) To support and implement the school's behaviour policy in a manner that encourages positive values. g) To record any significant pastoral events in the school's data management system. h) To undertake any other reasonable task as instructed by the Head of Juniors or any other line manager.
Signed (Class Teacher) :	
Date :	
Signed (Head Teacher) :	
Date :	