

**THE INTERNATIONAL SCHOOL (B) BHD**

**JOB DESCRIPTION**

<b>Position Title:</b>	<b>TEACHER IN SECONDARY</b>
<b>Line Manager:</b>	<b>HEAD OF DEPARTMENT</b>
<b>Reports to:</b>	<b>SENIOR LEADERSHIP TEAM (SLT)</b>
<b>Salary Scale:</b>	<b>TEACHER MAIN SCALE</b>
<b>Teaching Load:</b>	Maximum teaching load for a mainscale Secondary teacher is 85% including academic lessons and pastoral role

**KEY RESPONSIBILITIES:**

**Teaching and Learning**

- Create a constructive learning environment within the classroom for the benefit of all students, which matches the school mission and vision.
- Contribute, in conjunction with the Head of Department/Subject Coordinator, to the updating of syllabi and Schemes of Work within the subject areas taught. This includes online course creation and planning.
- Formulate and implement, in conjunction with the Head of Department, department policies. These policies should reflect the school's philosophy on discipline and the code of conduct, homework, assessment and feedback, coursework, fieldwork, assessment, recording and reporting on students' attainment and progress.
- Ensure planning and objective setting is integral to the teaching process through adherence to the school Teaching and Learning Policy.
- Ensure lessons are pitched appropriately and that planning indicates that the activities provided for students are differentiated appropriately so that all students make progress in lessons.
- Ensure all student targets are analysed regularly to support learners to make good progress.
- Ensure students are given the opportunity to assess their own progress against targets.
- Ensure feedback and marking indicates what students need to do to improve their work.

**Student Attainment and Progress**

- Apply the assessment principles, policies and practices within the School.
- Interpret assessment results and ensure these are used to regularly evaluate the effectiveness of the curriculum instructional practices and student learning.
- Ensure students are made aware of ISB’s assessment and feedback policy.
- Be available to advise and inform parents of student progress.

**Pastoral**

- Pastoral support is a cornerstone at ISB, therefore all mainscale teachers are expected to be tutors and to take an active role in a tutor team.
- Secondary teachers are required to attend all secondary assemblies.
- Attend Parents Evenings of all classes taught.

**Management of Resources**

- Assist the Department Head/Subject Coordinator in the ordering of materials and equipment relevant to subjects taught.
- Ensure that resources and equipment are used and stored responsibly.
- Apply the ISB Eco-friendly philosophy to the ordering and use of resources.

**Continuing Professional Development**

- Participate in the school’s appraisal process.
- Actively participate in internal and external CPD opportunities.

**All ISB staff are expected to**

Act as a positive role model.

- Offer at least one Extra Curricular Activity per week as described in the secondary school ECA policy.
- Undertake duties at break and lunchtime in order to ensure the health and safety of our students.
- Attend meetings when required.
- Ensure all CIS requirements are effectively carried out.
- To carry out cover for colleagues when required.
- To take part in school trips and events.
- Secondary teachers may on occasion be asked to undertake paid relief duties within the school’s boarding programme. These duties might take place in the evenings or at weekends.
- To undertake such duties as are reasonably determined by the Executive Principal.

**This job description may be amended at any time after discussion with you, but in any case will be reviewed within one year.**

**Signed .....**

**Date .....**