

General Overall responsibilities

Teachers are responsible for providing a safe, caring and nurturing environment in which to teach students the required academic knowledge and the personal and social skills to become independent learners.

Line Manager

Teachers are directly answerable to the relevant Programme Coordinator(s)

The main tasks of the Teachers are as follows:

Administration

- Maintain Agendas and Minutes of Meetings for collaborative planning meetings
- Regularly access IB documentation & resources, via the IB resource centre: MyIB
- Actively use the IB resource centre and participate in its forums
- Adhere to school policies and procedures
- Adhere to guidelines, timelines, deadlines for recording student progress and providing timely feedback
- Ensure students adhere to deadlines for the submission of tasks and homework
- Ensure IB MYP regulations and assessment procedures are adhered to
- Participate in the school's IB Authorization and Evaluation processes
- Participate in the review of school Policies (Admissions, Language, Assessment, Inclusion/SEN, Academic Honesty, Behaviour, etc)
- Organize and lead parent workshops to ensure understanding of the IB framework, the school's assessment philosophy, including recording and reporting processes
- Collaborate and support whole school events, such as open-days, parent evenings, workshops, festivals, Graduation ceremonies, sporting events, plays, etc
- Provide student support and guidance

Communication:

- Ensure that the English language is the working language of the school and the agreed communication language with the whole school community
- Promote the understanding and practice of academic honesty by developing activities that emphasize the importance of meeting academic honesty requirements, for students and parents to fully understand the implications and consequences of academic misconduct.
- Foster discussions to the ways in which the school develops an internationally minded community which embraces the IB's mission statement and its learner profile
- Keep up to date with developments and new publications in the IB

Curriculum, Teaching & Learning:

- Collaborate with Programme Coordinators to ensure continuum of the written curriculum
- Participate in processes of backward planning to develop agreed expectations of content and skills, to gain a clear overview of what is being taught, what students should know and be able to do
- Develop the key & related concepts, global contexts and ATL skills in the curriculum, and create units of inquiry that enhance the understanding of each
- Participate in curriculum collaborative meetings, as outlined in the annual meeting schedule, to ensure articulation of both horizontal and vertical alignment

- Participate in the annual reflection of the curriculum
- Adhere to the Essential Agreements developed by the Programme Coordinator
- Supervise students through the core elements of the programme, including, not limited to, Service as Action/CAS, Personal Project/Exhibition, Extended Essay
- Participate in standardizing student assessment tasks, following the prescribed assessment criteria
- Develop interdisciplinary units of inquiry
- Ensuring teaching and learning and the written curriculum is comprehensive and aligns with the requirements of the IB programme, following the IB published subject-specific objectives and assessment criteria
- Establish and maintain a record of completed Unit Planners
- Establish and maintain appropriate curriculum documents for specific subject areas
- Be aware of the school's agreed MLA citing and referencing process and ensure students follow the process to avoid issues relating to Academic Honesty
- Encourage and participate in the sharing of best practices with colleagues
- Provide support to students for whom the language of instruction is not their mother tongue
- Collaborate with the SEN Coordinator for developing strategies for differentiation in the classroom
- Responsible for writing student reports, according to the school's schedule for reporting
- Organise and participate in student-parent led conferences
- Participate in the annual review of student assessment data to track student progress and to inform teaching and learning, to help both existing and future students
- Be fully aware of the process for student subject choices, particularly regarding student change of options (MYP & DP only).
- Volunteer to run after-school club/extra curricular activities

Examinations, Internal & External Assessments (MYP and DP):

- Ensure that students complete the external components and the standardized assessed samples are submitted to the Programme Coordinator within the school's internal deadlines
- Assist the Programme Coordinator in administering examinations according to the IB prescribed schedule.
- Participate in examination invigilation
- Be aware of IB regulations and Conduct of Examinations

Staff:

- Take part in the induction programme for all teachers at the beginning of each academic year
- Be respectful of colleagues, and be open to share best practices

Professional Development

- Attend IB professional training, following the Programme Coordinator's annual selection, following staff appraisal outcomes and IB curriculum review cycles
- Follow the school's process for registering, using appropriate forms
- Provide feedback to colleagues during collaborative planning, regarding findings at IB professional development training
- Participate in all in-service training provided by the school
- Participate in all weekly staff meetings, inset days and preparation weeks at the beginning and end of every academic year

Resources

- Request annual resources required for the physical and virtual learning environments, facilities, resources and specialized equipment for your specific subject, following the school’s formal request process

Personal Skills & Abilities

- Possess a high level of organization skill
- Demonstrate enthusiasm and initiative
- Work collaboratively
- Establish effective working relationships with colleagues, students, parents and the community
- Communicate effectively both orally and in writing
- Manage change effectively and collaboratively
- Be a role model of the Learner Profile attributes

Personal Knowledge

- Have a good knowledge of the requirements of the IB Programmes, its philosophy and general regulations
- Comprehensive understanding of contemporary teaching and learning theories and practices
- Extensive knowledge of your specific IB Programme, together with an understanding of the other IB programmes offered in the school
- Practical knowledge of Technology and Information Literacy
- Understanding of inquiry-based learning

Teacher Name:

Teacher Signature: **Date:**

Pedagogical Director Signature: **Date:**

Job descriptions to be signed at the beginning of each academic year

International Baccalaureate Organization - Standards & Practices:

A2: The governing body, administrative and pedagogical leadership and staff demonstrate understanding of IB philosophy

A4: The school develops and promotes international-mindedness and all attributes of the IB Learner profile across the school community