

Teacher Job Description

Rationale

To core purpose of teachers is to provide an outstanding holistic education for the students entrusted to their care and to play an active role towards the collective success of the school as a whole encompassing all students.

To fulfil this job purpose, it is expected that the teachers will:

1. **Teaching** – To plan, develop and deliver high quality lessons and units of work with a broad, balanced, relevant and differentiated curriculum using a variety of approaches, to continually enhance teaching and learning.
2. **Assessment, Recording & Reporting** – To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all students to achieve their full potential.
3. **Pastoral** – To be completely familiar with the school's mission statement and Mallorca International School's core values, recognise that this is a 'values-driven' school and promote these personal values nurturing students according to their individual needs.
4. **Health & Safety** – Contribute to the safeguarding and promotion of the welfare and personal care of students and young people with regard to the 'Every Child Matters' agenda and school child protection procedures.

Professional Duties & Responsibilities

The professional duties and responsibilities of teachers include:

Teaching

- Prepare and plan work in accordance with schemes of work and British national curriculum requirements. Submit long, medium and short term plans with sufficient detail in the agreed school format.
- Take account of students' prior levels of attainment and progress and use them to set future targets.
- Maintain good order and positive atmosphere in class; by modelling excellent behaviour, following the school's behaviour management policy and procedures, and embedding the school's core values (see mission statement) into all aspects of school life. Remember this is a values-driven school.
- Maintain excellent classroom management with due regard to health and safety policies.
- Set appropriate and challenging work for all students.
- Identify and work appropriately with SEN children, more able, and any other vulnerable group of students.
- To be confident and competent using ICT to support teaching and learning; with particular attention to interactive whiteboards in Primary and Chromebooks in Secondary.
- Ensure that the learning environment is stimulating and supportive of teaching and learning.
- Attempt to empower students giving them as much autonomy of the learning as possible; sharing learning intentions, embedding self-assessment strategies and giving choices during learning experiences.
- Maintain an active Google Classroom class group in the EYFS and Primary phases with details of all homework set, useful documents to enable parents to support learning at home, links to educational websites which may support the current learning in class, photographs and videos of learning in class to give a window to parents, and replies to any questions parents may have posed on the blog.
- Maintain active Google Classroom subject groups in Secondary complete with details of all homework assignments set, as well as documents, videos and educational links to support learning. Furthermore

to answer student queries within school hours.

Assessment, Recording & Reporting

- Keep appropriate records of students' work.
- Mark and return work set, including any homework, in reasonable time; ideally before the following lesson in the unit commences.
- Use the school's 'Marking and Feedback' policy, with particular care taken to take advantage of the assessment proformas in the bespoke exercise books and utilise the coordinated marking scheme symbols for purposes of consistency.
- Ensure that AFL strategies are embedded into all lessons and that this drives future planning and differentiation accordingly.
- Commit to giving students as much verbal feedback as possible as a key tool to effect learning.
- Involve students in the process of assessment as much as possible within reason.
- Monitor and set targets for the academic progress of all students in the class/each group.
- Utilise the Mallorca International School assessment systems in line with the assessment policy ensuring that all assessments have been completed effectively by each checkpoint.
- Complete end of term/year reports in line with school policy. Attend parent-teacher meetings as required and keep parents informed about their son/daughter's performance, attendance, achievements, behaviour and future targets.

Pastoral Work

- Endeavour to build up a positive relationship with the students, so that they will look to the teacher for support and advice.
- Support and contribute towards promoting the Mallorca International School core values both in class and across the whole school.
- Command high standards of student behaviour and conduct at all times and support the school in its application of related policies.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance (tutors).
- Actively participate in the school's appraisal scheme; agreeing personal targets for the year with the designated mentor and monitoring/reviewing performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.
- Attend and contribute to team and staff development meetings; participating in a positive way to the decision making processes and ensuring any issues causing concern/requiring debate appear as an item on team/management agendas.
- In relation to the school's strategic plan, contribute towards the goals and targets.
- Continue, and to maintain, a professional interest in educational initiatives and developments.
- Communicate and consult/be available to consult with the parents of students as appropriate.
- Develop and maintain good relationships, interaction and co-operation within school and between school and home.

Health and Safety

- Undergo Basic First Aid training and update courses when required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by one's actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Conditions of Employment

- The working conditions (but not salary) are those stipulated in the national agreement for private schools (ACADE).
- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to actively promote, support and encourage the school's ethos and its objectives (see school mission statement), through good practice, policies and procedures as agreed

by the board of directors.

- To uphold and comply with the school's policy in respect of child protection and safeguarding matters.
- The amount of guaranteed PPA time should be set as a minimum of at least 15% in relation to a teacher's timetabled teaching time ('horas lectivas').
- The post holder may be required to perform any other reasonable tasks after consultation.
- All members of staff are required to submit before employment, and maintain thereafter, an official clean police check.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Monitoring and Review

This job description should be reviewed on an annual basis.

Date of implementation: August 2016

Last review date: August 2019

Next review date: August 2020