



JOB DESCRIPTION

Job Title: Teacher

Reports to: Head of Department / Head of Year

OVERVIEW

BSB is a vibrant and enjoyable place to work. It is amongst the finest in the country, renowned for its pedagogy, staff development and academic success. The school supports new entrants to the profession alongside teachers who have a broader range of their experiences.

All teachers are expected to facilitate and to maximise the academic progress and pastoral welfare of each assigned student. All teachers have clear teaching, pastoral and administrative roles as well as an expectation for the commitment to safeguarding and promoting the welfare of children and young people at all times. Involvement in the wider life of this outstandingly successful British School is expected.

ROLE AND RESPONSIBILITIES

General Responsibilities

- To provide honest and loyal service at all times.
- To promote the school positively at all times both within and outside the school premises.
- To ensure that the School delivers the School Vision in relation to providing the highest standard of teaching and learning.
- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards of work and conduct.
- Work collaboratively with members of your team to ensure consistency of practice in line with school policy and procedures.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position. Never shouting at a student.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, other staff and external agencies in the best interests of pupils.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description.
- Be proactive in ensuring all health and safety measures are adhered to.
- Take a proactive responsibility for promoting and safeguarding the welfare of all pupils.
- Contribute to ongoing school improvement through active participation in staff and team meetings.
- To work with fellow colleagues in a spirit of mutual cooperation to maintain and enhance a pleasant professional working environment.
- To cover for absent colleagues when necessary.
- To undertake any other reasonable task or duty as instructed by a member of the school's leadership.
- To attend punctually on all occasions agreed in the contract and as reasonably requested by the line-manager.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.



- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils you teach.
- Be aware of pupils' capabilities, their prior knowledge and set appropriate, challenging targets based on this knowledge.
- Pitch lessons appropriately to demonstrate high expectations for all pupils, and differentiate appropriately, demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs, more able, EAL, disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting the development of 21st century skills, including high standards of numeracy and literacy and the correct use of spoken English (whatever your specialist subject).
- Use an appropriate range of lesson observations, assessment, monitoring and recording strategies as a basis for setting goals and learning objectives that stretch and challenge pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Ensure regular assessment informs future planning.
- Give pupils regular formative feedback, both orally and through accurate marking and comments/targets. Ensure students to respond to the feedback, reflect on progress, and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Participate in arrangements for examinations, assessments, parent consultation meetings and reporting to parents in accordance with school policy.
- To organise resources and equipment in an appropriate manner, ensuring children can access them and taking due care of health and safety considerations.
- Promote opportunities within your subject(s) for creativity and first hand experience, supporting school trips or residential trips where appropriate.
- To promote practical first hand experiences and other educationally appropriate activities for individual and group learning.
- To keep detailed plans and records of group and individual work with the students.

Classroom Environment, Behaviour and Safety

- Create a stimulating and attractive learning environment, changing displays on a regular basis to celebrate the learning and achievement of pupils.
- To take responsibility for the care, upkeep and development of school materials and resources.
- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Build positive relationships with pupils in the year group, responding sensitively when dealing with children, ensuring any concerns are dealt with according to school policy.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- To support and implement the school's behaviour policy in a manner that encourages positive values.
- To record any significant pastoral events in the school's data management system.
- Carry out supervision duties as directed e.g. playground, end of day and breaks
- Promote the house system and pupil voice, celebrating pupil achievement both in and out of school.



Pastoral duties and Administration

- To carry out fully and efficiently pastoral and administrative duties as assigned to them.
- Register and monitor attendance on a daily basis as per the school's policies and procedures.
- Supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks which may be reasonably expected and ensure smooth and effective running of a class e.g. collect reply slips, money, organise classroom routines etc.
- Under the direction of the line-manager, to take responsibilities for designated areas and aspects of the department of which he/she is a member.
- 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 line manager.

Extra-curricular, co-curricular and supra-curricular activities

- 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.
- To make a positive contribution to the wider life and ethos of the school, contributing to newsletters, website, VLE, productions and community events, etc.
- Organise and lead an After School Activity for two terms each academic year.
- Offer at least one academic lecture or enrichment opportunity per academic year.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate in the Appraisal process, maintaining evidence against targets set leading to an on-going professional portfolio of achievement.
- Be proactive in maintaining an understanding of current thinking, initiatives and developments in secondary education, particularly in your specialist subject(s), leading to best practice.

SKILLS AND COMPETENCIES

All teachers at the British School of Bahrain should:

- Place the individual child at the centre of everything that they do.
- Be a team player and must have a passion for achieving high levels of learning.
- Prioritise happiness, enjoyment and a sense of fun in their work and lessons.
- Have a passion for their subject and pedagogical development.
- Have high expectations and aspirations for all students.
- Have a demonstrable commitment to the overall development of young people.

Personal Qualities

The skills required are many and varied but essential are diplomacy, fairness, firmness, tolerance, a sense of humour and the ability to be both a leader and a key team player.



EDUCATIONAL REQUIREMENTS / QUALIFICATIONS

- A relevant degree, PGCE or BED or equivalent. This must be in the subject or age group you apply to teach
- Minimum of 2 years' teaching experience in UK and 3 years international teaching experience
- Is confident with the use of IT in teaching
- Excellent Microsoft skills
- Experience working with Google apps for education is preferred

ACCOUNTABILITIES

- Reporting to the Head of Department / Head of Year
- iSAMS reporting/updating
- Completing the required CPD and Educare online courses

OTHER

- Maintains the highest standards of professionalism, ethics and attitude towards all staff, students, and parents
- Attends training programmes as set by the school
- Performs related duties and special projects assigned
- Active participation in the implementation of the school's events and any other initiatives
- Working with the Senior Leadership Team to contribute to a strategic view for the School in its community
- Analysing and planning for the school's future needs and further development within the local and international context
- Publicly supporting all decisions of the Senior Leadership Team
- Assisting in developing and evaluating the effectiveness of the School

KEY COLLABORATION

- Participate in any relevant meetings/professional development opportunities at the school, which relates to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, other staff and external agencies in the best interests of pupils.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Take part as required in the monitoring review, development and management of the activities relating to the teaching/learning curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues where supply cover cannot be arranged
- Uphold the Code of Professional Conduct, demonstrating integrity and confidentiality at all times when managing school matters.

SAFEGUARDING

- A commitment to safeguarding and promoting the welfare of children and young people at all times.

WORKING CONDITIONS

Working Hours	07:15 – 15:30
Working Days	Sunday to Thursday