

## **German Teacher Job Description Junior School**

### **Core Purpose:**

The core purpose of the German teacher role is to provide students with a stimulating, challenging and enjoyable learning experience both in and beyond the classroom, and to offer them the encouragement they need to thrive at International School Basel (ISB). Our Modern Languages team works to enable all students to learn German effectively as well as providing support for the academic and pastoral needs of the students, supporting the aims and values of the School at all times.

### **ISB Philosophy and Objectives:**

It is expected that all teachers will become familiar with the school's mission and guiding statements, working to promote these in all aspects of their role.

**“We all want to learn more;  
We all do it in different ways;  
We all have fun learning;  
We all help.”**

### **Line Manager:**

Junior School Principal

### **Teaching Responsibilities:**

- Teach mixed-ability class (or classes), as allocated, drawn from a wide range of cultural and linguistic backgrounds, including students for whom German may, or may not, be their first language.
- Monitor, assess and report on learners' work and progress, in accordance with ISB's policy and procedures on assessment and reporting
- Contribute to the development of curriculum and production/ongoing review of units/schemes of work
- Actively contribute to the curriculum/teaching team
- Demonstrate and pursue excellence in teaching and best practices in education, including teaching and learning in a BYOD (Bring Your Own Device) environment
- Keep professionally current on developments in the field of education, through reading and participating in in-service courses and workshops
- Identify and adopt the most effective active, creative teaching approaches for all students in line with current best practice and the ethos of our school
- Work with other members of the Faculty to apply consistent standards in the following: curriculum planning and instruction; formative and summative assessment practices; standardisation, moderation and analysis of data resulting from student performance.
- Create a stimulating learning environment, including displays of student work
- Teach across a range of ages and abilities, in the IB Primary Years Program
- Seek ways to take learning beyond the classroom; identify opportunities and take advantage of resources to contextualize learning locally, regionally, and/or globally
- Adopt strategies and monitor teaching and learning activities to support individuals with Learning Support or EAL needs
- Set, communicate, and assess homework/formative work regularly in line with school and department policy

- Develop and support students' ability to work independently and with others, by teaching relevant skills/strategies in line with the subject and the school's learning progression
- Provide relevant information about student or parental concerns or conflicts to the appropriate line manager
- Model and promote the IB learner profile

#### **Other Responsibilities:**

- All teachers at the International School Basel are also expected to contribute to **the holistic life of the school** through their involvement in our Activity Programme and participation in our thriving school community.
- All teachers are expected to be a Homeroom teacher should that be required by the School
- Be actively involved in school-related activities, such as concerts, sports events, graduation, etc., some of which may take place outside of the school day
- Carry out teacher supervision duties on a rota basis
- Be fully aware of the health and safety policy and procedures and implement these in all aspects of the role
- Attend staff meetings and participate in group committee work as required
- Abide by school decisions and policies
- Carry out additional activities, as requested, in line with the general expectations of this job description.

#### **Professional Qualifications and Qualities:**

- Bachelor's degree or equivalent;
- Classroom teacher certification/qualification to teach the relevant grade levels and subjects;
- A minimum of four years recent and relevant experience in a comparable school environment;
- Excellent communication skills in English, both oral and written;
- Excellent interpersonal and organisational skills;
- The ability to work well independently as well as with students, parents and staff members;
- Technologically Competent - experience as well as the ability to acquire knowledge of the ISB information systems and learning platforms and other teaching applications, such as Google Apps for Education, will be required;
- ISB seeks to hire teachers who are: student-centered; collaborative; Innovative and globally minded;
- Maturity and commitment to exercise sound judgment;
- The ability to work with tact and discretion and to maintain appropriate confidentiality;
- Ability to effectively multi-task; demonstrated reliability in current position including an excellent attendance record;
- Must be able to meet the physical demands of the position; attending field trips, ski week and performing other duties as required.
- Able to demonstrate flexibility, reliability and initiative both individually and as a team member in support of school activities both within and outside of the classroom.

## **Expectations of Classroom Teachers**

### **Teacher Effectiveness**

#### **The teacher should:**

- Become familiar with the curriculum guidelines, and work towards their successful implementation;
- Decide and explain clear learning objectives, and set appropriate assignments with an adequate time allocation;
- Present material in a clear, organized fashion;
- Stimulate interest in the subject matter;
- Set work at the appropriate level and encourage high student performance, consistent with ability;
- Use a variety of methods and available teaching aids, aiming to meet the needs of the individual and the group;
- Encourage creative and critical thinking and expression of ideas;
- Provide feedback that is designed to motivate the students;
- Evaluate and record student progress;
- Contact parents through written reports and through other formal and informal means, as required;
- Plan activities to broaden the experience of the learner, as appropriate.

### **Classroom Management**

#### **The teacher should:**

- In line with the ISB Student Code of Conduct, establish clear guidelines for students and make the expectations known in line with the ISB's Code of Conduct;
- Ensure that effective classroom routines are established and followed;
- Encourage students to develop good work habits, neatness and careful use of materials, books and ICT;
- Assist students in developing self-discipline and independence;
- Encourage respect among students and between teacher and students;
- Show consistency and fairness in dealing with students;
- Create an attractive learning environment in the classroom and shared areas.

### **Professionalism**

#### **The teacher should:**

- Work with colleagues in a co-operative spirit;
- Give and accept constructive suggestions for improvements;
- Refrain from public criticism of the school or colleagues, and communicate any concern through the appropriate channels;
- Show tact and discretion in dealing with school matters, and remain calm and objective if difficult situations arise;
- Respect confidentiality.
- Be punctual in meeting all time obligations and deadlines, with regard to all aspects of the role, including the production of reports, arrival at school and lessons, classroom supervision, duties, meetings etc.