



Primary Teacher (English/Social Studies/Mathematics and Science) Position Description

- This is a full-time, fixed term contract teaching post
- The length of the post is for 3 years.

Responsible to: Senior Leadership Team

Line Manager: Curriculum Coordinator

Direct Reports: Teaching Assistants

The Teacher is responsible for:

- *Planning for and facilitating learning in the classroom.*
- *Managing the classroom, learning and behaviour of the students.*
- *Ensuring that the daily administration tasks of the classroom are completed.*
- *Communicating effectively with the parents of students.*
- *Assessing, recording and reporting about student progress.*
- *Managing the workload of the Teaching Assistant.*
- *Collaborating with the teaching team.*
- *Participating in weekly meetings.*
- *Ensuring a thorough understanding of the curriculum, policies and procedures of the section and the School.*
- *Providing one after school activity per year (dependents upon number of hours)*

General responsibilities

1. Relationships

- Work constantly as an integral, collaborative and proactive member of a teaching team – planning and sharing, honestly and respectfully with all members of the team
- Develop positive and appropriate relationships with the students.
- Build and maintain a positive, open and professional relationship with the SLT, team leaders and colleagues.
- Establish and maintain high standards of classroom management required to achieve effective participation and learning.
- Implement effective and appropriate behaviour management strategies in line with the school's Behaviour Management Policy (The Golden Standards).
- Oversee, promote and encourage good organisational practices among students.

- Inform the Year Level Coordinator / Senior Leadership Team about your work, progress, issues within the class; parent communication, concerns regarding children's development.
- Ensure that recorded information is available for the SLT, Coordinators and / or Year level Coordinators in relation to the students, assessment or the learning programme.
- Read and contribute to the Daily Bulletin (daily) and Digital Bulletin (weekly).
- Ensure positive, professional and appropriate relationships are developed with parents.
- Communicate with parents in accordance with the school's policy and ethos.
- Provide detailed evidence-based effort and achievement information for parents each semester.
- Provide feedback to parents regarding students' progress at parents' evenings and other meetings.
- Prepare for and conduct formal parent – teacher conferences in accordance with the school calendar.
- Prepare for and attend meetings requested by parents.

1. Curriculum (including Teaching and Learning)

- Maintain a thorough understanding of the curriculum, policies and procedures of the section and the School.
- Implement learning programmes as planned with the Teaching Team and Coordinators.
- Plan, document and facilitate the learning of all students; implementing differentiation where necessary.
- Plan and document the workload of the Teaching Assistant / Learning Support to ensure maximum impact on student learning (where appropriate).
- Provide rich learning experiences which spring from the School's Teaching and Learning Policy and international best classroom practice.
- Provide rich learning experiences which spring from the school's IBL philosophy and international best classroom practice.
- Provide appropriate and varied whole class, group and individual instruction which will engage, motivate and scaffold learning.
- Connect students learning to prior learning and develop ways to encourage it further, and challenge and inspire pupils to help them deepen their knowledge and understanding.
- Motivate students with engaging, enthusiastic and imaginative learning experiences.
- Facilitate / encourage the development of a wide range of thinking skills - Bloom's Taxonomy.
- Use a wide range of questioning techniques to promote thinking.

- Provide frequent self-assessment and peer assessment opportunities.
- Work with colleagues to develop and periodically review overviews of learning, scope and sequence documents in line with the school's standards and benchmarks.
- Work with colleagues to develop weekly lesson plans in line with the school's standards and benchmarks.
- Contribute to the creation, modification and organisation of learning materials.
- Create an effective, organised and stimulating environment which is conducive to and celebrates learning.
- Regularly create new classroom and corridor displays to celebrate / facilitate learning.
- Maintain an understanding of the ever-evolving world of educational technology; use it to plan, enhancing teaching and learning and to create reports.
- Plan and set a variety of homework that supports, extends, reinforces and excites learning following the school's policy and the homework schedule (See school's homework procedure statement).
- Plan relevant excursions to enhance and extend learning.
- Promote the attributes of the Learner Profile.
- Mark / assess/ evaluate / respond to students' work extensively and formatively, following the school's marking policy to facilitate positive development. Feedback to feed forward.
- Provide frequent self-assessment and peer assessment opportunities.
- Identify specific students' needs and liaise with the Learning Support Coordinator and or the Educational Psychologist (Learning Support) to assess and help students to reach their full potential.
- Regularly discuss students with specific needs with the Psychologist, Learning Support Team and a member of SLT where appropriate.
- Plan to meet individual needs and help all students to work towards achieving the school's standards and benchmarks.

1. Student Care (students' wellbeing, health & safety, child protection)

- Monitor students' social and emotional wellbeing in the classroom and report any concerns to the Form teacher in a timely manner.
- Ensure that the School's health and safety, earthquake evacuation and all other policies pertaining to the students' welfare are followed
- Ensure that the School's Child Protection policies are followed and established procedures used in a timely and confidential manner.

1. Administration

- Meet regularly with the appropriate Head of Department/Curriculum Coordinator, other grade level subject teachers to plan and review the curriculum.
- Attend staff meetings, training and development sessions as directed by the Coordinators or a member of the SLT.
- Contribute to the annual selection of instructional materials.
- Maintain an up to date inventory of school materials.
- Ensure that all administrative tasks are completed in a timely, effective and efficient manner.
- Record keeping
- Maintain appropriate and effective records of students' achievements, effort and progress.
- Record learning according to the criteria of subject reports.

1. Technology (use to innovate)

- Develop and utilise verbal / visual / digital materials to facilitate and enhance learning.

Specific responsibilities

- Contribute overtly to the positive ambiance in the section / department
- Make a positive contribution to the life of the Primary Section - attending and participating in an array of events after school hours.
- Demonstrate integrity, dedication, discretion, flexibility, commitment and a proactive, positive attitude.
- Read and follow the school's procedure statements.
- Use allocated non-contact time for planning, preparation and assessment (PPA).
- Supervise students before school, at break times or after school - following the duty roster.
- Prepare students to contribute to assembly presentations.
- Provide one appropriate and engaging after school activity each week.
- Supervise students before school, at break times or after school - following the duty roster.
- Assist with and supervise students at sporting activities, school concerts, excursions etc.
- Participate regularly and actively in School and Section events.
- Understand, embody and be committed to the philosophy and ethos of The School.
- Represent the school positively in the School and wider community.
- Be willing to provide additional time outside of the standard working day for preparation, assessment and attending school events.

- Ensure consistent attendance and punctuality - except in the case of serious illness or emergency
- Read and follow the Primary Section Procedure Statements.
- Ensure that Education for Sustainable Development (ESD) is embedded into the climate and ethos of the classroom.

Communication

Refer any serious concerns / complaints to the Year Level Coordinator and or the appropriate member of the SLT.

Ensure that all parent communication receive a punctual response (within 24 hours), so that any matters may be managed effectively and in a timely manner.

Ensure records are kept of all serious parent complaints or concerns. Send copies of relevant emails and minutes of meetings to the Assistant Head - Student Care, the Assistant Head – Student Care's Assistant, the psychologist (if appropriate and the Year Level Coordinator).

Qualifications required

- Degree or qualification relevant to the post (all Primary teachers should have a teaching degree and license; Further degree relevant to the post

Competencies required (including language and technology)

E.g. level of language required appropriate to the post and for general communication within the school community - basic, intermediate, proficient, advanced, native (C2)

Technology competencies: competent user of Google Suite, preferably with a recognised user qualification e.g. Google Educator Level 1

Personal Qualities

Be able to work collaboratively; show commitment to lifelong learning; initiative; compassion; empathy; discretion

Knowledge of different curricula

e.g. English National Curriculum.