

Role Title	Reports to
Teacher	Head of Faculty
Purpose of the role	
To deliver the school curriculum; this involves classroom teaching, extra-curricular involvement and tutorial support.	
The specific duties of this position are listed below:	
<ol style="list-style-type: none"> Plan and teach lessons and sequences of lessons to the classes assigned to teach within the context of the school's plans, curriculum and schemes of work. To demonstrate good teaching practice, leading to improved learning outcomes for all students. To fulfil all professional obligations relating to the administration and delivery of the curriculum as detailed by the administration; these include: <ul style="list-style-type: none"> meeting all deadlines fulfilling timetable commitments fulfilling supervisory duties as outlined at the beginning of each academic year maintenance of assessment records writing of reports participate in arrangements for preparing students for external examinations maintaining good order and discipline among students in accordance with the school's procedures, to encourage excellent learning habits with regard to punctuality, behaviour, standards of work/homework To be familiar with, and to implement, all school policies relevant to the delivery of the school curriculum and to the administrative operations of the school. To attend professional and operational meetings as determined by the school administration (faculty, parent evenings, accreditation processes – CIS, NEASC etc). To bring all matters of concern to the attention of the appropriate administrator. To remain abreast of developments in education generally, but specifically within areas of pedagogical responsibility (IBDP & IGCSE included). To undertake professional development in IT skills to the minimum level required by the school. To be actively involved in the school's extra-curricular and community service programmes. To attend major functions/events at the request of the Principal. To undertake a formal performance management evaluation every contract, and to review this evaluation with the Principal or Deputy Principal. To assist in the maintenance of resources and work with others on curriculum development. To contribute, through faculty meetings, to the review and development of school policies, practices and procedures and to implement them as required. 	
May 2019	