



THE INTERNATIONAL SCHOOL (B) BHD

JOB DESCRIPTION

Position Title:	TEACHER IN SECONDARY
Line Manager:	HEAD OF FACULTY
Reports to:	SECONDARY LEADERSHIP TEAM (SLT)
Salary Scale:	TEACHER MAIN SCALE
Teaching Load:	Maximum teaching load for a Secondary teacher is 27 lessons per week and registration for a tutor group

KEY RESPONSIBILITIES:

Teaching and Learning

- Create a constructive learning environment within the classroom for the benefit of all students, which matches the school mission and vision.
- Contribute, in conjunction with the Head of Faculty and faculty members, to the updating of syllabi and Schemes of Work within the subject areas taught. This includes online course creation and planning through Microsoft Teams or Managebac
- Formulate and implement, in conjunction with the Head of Faculty and faculty members, policies to be enacted within the faculty. These policies should reflect the school's philosophy on discipline and the code of conduct, homework, assessment and feedback, coursework, fieldwork, assessment, recording and reporting on students' attainment, effort and progress.
- Ensure planning and objective setting is integral to the teaching process through adherence to the school Teaching and Learning Policy.
- Ensure lessons are pitched appropriately and that planning indicates that the activities provided for students are differentiated appropriately so that all students make progress in lessons.
- Ensure all student targets are analysed regularly to support learners to make good progress.
- Ensure students are given the opportunity to assess their own progress against targets.
- Ensure feedback and marking indicates what students need to do to improve their work.
- Attend the Parent-Teacher evenings of all classes taught through the academic year.

Student Attainment and Progress

- Apply the assessment principles, policies and practices within the School.
- Interpret assessment results and ensure these are used to regularly evaluate the effectiveness of lesson planning, schemes of work and student learning.
- Ensure students have opportunities to regularly review their work and apply the ISB feedback principles.
- Be available to advise and inform parents of student progress, including Parents Evenings of all classes taught.

Pastoral

- Pastoral support is a cornerstone at ISB, therefore all mainscale teachers are expected to be tutors and to take an active role in a year team.
- Secondary teachers are required to attend all relevant secondary assemblies.
- Attend the meet the tutor evening at the start of each academic year.

Management of Resources

- Assist the Head of Faculty in the ordering of materials and equipment relevant to subjects taught.
- Ensure that resources and equipment are used and stored responsibly.
- Apply the ISB Eco-friendly philosophy to the use of resources.

Continuing Professional Development

- Participate in the school's appraisal process.
- Actively participate in internal and external CPD opportunities.

All ISB staff are expected to

- Act as a positive role model.
- Offer at least one Extra Curricular Activity per week.
- Undertake duties at break and lunchtime in order to ensure the health and safety of our students.
- Attend meetings when required.
- Ensure all CIS requirements are effectively carried out.
- To carry out cover for colleagues when required.
- To take part in school trips and events.
- Secondary teachers may on occasion be asked to undertake paid relief duties within the school's boarding programme. These duties might take place in the evenings or at weekends.
- To undertake such duties as are reasonably determined by the Executive Principal.

This job description may be amended at any time after discussion with you, but in any case will be reviewed each academic year.

Signed

Date