



JOB DESCRIPTION HOMEROOM TEACHER

Specific Homeroom Teacher Responsibilities Include:

The homeroom teacher has the main responsibility for the students in their homeroom. The homeroom teacher has the responsibility for the social welfare and academic development of each individual student. The homeroom teacher is responsible for building a positive social and learning environment amongst the students. The homeroom teacher is the main point of contact for the parents of the students in their homeroom. The homeroom teacher is responsible to the Coordinators and to the Head of the School.

1. Teaching

- Follow up of students academically and socially
- Promoting a positive class environment including relationship building days at the start or end of term
- Fostering an inquiry-based learning environment
- Implementation of IB programme
- Field Trip chaperone (Inspiria/Library ect.)
- Meeting the diverse needs of all students (differentiation)
- Follow up of learning goals and skills within the subjects they teach
- Follow up of assessment and feedback within subjects they teach
- Attendance at grade level and curriculum meetings
- Responsible for necessary information communicated to other teachers working with the grade level
- Supervision of class during concerts, theater performances, etc.
- Service & Action advisor for homeroom class (MYP)
- Facilitating Class Meeting Time to talk about “homeroom” topics and to follow up the implementation of the IB programme (MYP)

2. Documentation

- Create Weekly Planners
- Write Unit Planners for the class' current unit (PYP)
- Create assignments and follow up within subjects they teach
- Follow up on homework (MYP-anmerkning)
- Provide information and general class updates
- Collaborate on BV paperwork as needed
- Collaborate on BUPP paperwork as needed
- Collaborate on PPT paperwork as needed
- Complete IOP paperwork and meetings as needed

- Complete 9A documentation as needed
- Meet with parents and students of any new students. Fill out paperwork to document “New Student Meeting” _____. This meeting should be arranged anytime a new student begins at CIS (aside from the new PYP1 class).
- Provide documentation of Student/teacher conferences
- Keep a record of all parent/student correspondence via Toddle and email
- Follow up on the Archiving Policy
- Write report cards referencing the report card guide
- Maintain files and registers as required
- Maintain a class attendance register in Toddle
- Keep a record of textbooks and other equipment on issue to students (PYP) (MYP-subject teacher responsibility)
- (PYP) Keep a record of marks and grades for all assignments, tests and outcomes in Toddle within subjects they teach.
- (MYP) Keep a record of marks and grades for all assignments and tests in Toddle within subjects they teach
- Keep a copy of all major assessments within subjects they teach
- Keep a cumulative record file for each student as required
- Maintain records as required by the PYP/MYP Coordinator
- Assist with the onboarding process for new students
- The homeroom teacher must track all student absences. They must notify the Head of School if a student has more than 10 absences. They must notify the parents when the student has reached 15 absences. They must notify the Head of School when the student has reached 20 absences (a 10% absence record). The homeroom teacher can be asked to participate in student/parent meetings regarding student absences.

3. Communication

- Serve as primary contact with parents in the homeroom class
- Correspond and communicate professionally with parents/students via Toddle and Email (with advice from HOS)
- Facilitate large group parent meetings as needed
- Complete Teacher/Student conferences 2x each year
- Complete Parent/Teacher conferences 2x each year
- Facilitate additional Parent/Teacher meeting if necessary/requested
- Ensure that parents and students are kept up to date with any developments within the programme
- Prepare and submit any documentation required for authorisation and evaluation
- Participate in meetings with PPT/BUPP etc.
- Pass information on at Grade Level Meetings/Curriculum Meetings
- Follow up 9A cases with HOS
- Participate in regular appraisal conducted by the Head of School.
- Promote the welfare of the students at all times in the best interests of the school



- Carry out any other duties as the Head of School may reasonably assign

4. Professional Development

- Complete necessary IB certification and continued professional development.
- Knowledge and implementation of all CIS School Policies.
- Knowledge and implementation of HMS protocol.
- Knowledge and implementation of school rules and routines.
- Knowledge and implementation of Privatskoleloven, Opplæringsloven, UDIR requirements

5. Resource Management

- Keep an overview of classroom resources and responsibilities to fill out and submit necessary order forms
- Assist with the onboarding process for new students in relation to resources

6. Skills:

- Have a positive attitude
- Be flexible
- Be organized
- Be open minded
- Is able to communicate effectively with students, parents, and colleagues
- Is able to collaborate with colleagues
- Be professional
- Have a strong problem-solving ability and foresee/prioritize upcoming challenges
- Have excellent English language skills

Application of Duties

The Head of School may provide and verbally clarify a clear, structured, schedule of tasks allocations on a weekly basis should this be necessary.

Review:

This Job Description will be reviewed on a yearly basis as part of the Performance Management cycle. It may also be reviewed outside such a cycle at the request of either the Head of School or the post holder.