

JOB DESCRIPTION

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS (Singapore), to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our school is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

PARTICULARS

Job Title	Subject Teacher
Classification	Teacher
Reporting to	Head of Department

DUTIES & RESPONSIBILITIES

Teaching, learning & assessment

1. Demonstrate passion for the subject and strive to engender the same in students.
2. Plan and deliver lessons that inspire, motivate and challenge students whilst ensuring that they are fully prepared for assessment tasks and are able to make the progress expected of them.
3. Encourage students to take a scholarly approach to their studies, fostering a love of learning and promoting the pursuit of their academic interests beyond the confines of the curriculum.
4. Create and maintain an engaging, exciting classroom environment that encourages discussion, debate and collaboration between students.
5. Ensure that students have an excellent understanding of the content outlined in departmental curriculum plans, and are able to apply it effectively.
6. Build stretch and challenge into teaching at every opportunity.
7. Use a variety of formative and summative assessment techniques to measure students' progress and achievement, and inform teaching.
8. Provide individualised support to students who are underperforming.
9. Make effective and timely use of feedback (written, verbal and otherwise) to support students in understanding their current achievement levels and what they can do to improve them.
10. Maintain high expectations of the quality of students' work, liaising with the Head of Department and other relevant staff to implement support strategies for those who are underperforming.
11. Maintain high expectations of students' engagement and work ethic, liaising with the Head of Department and other relevant staff to implement support strategies for those who are not meeting them.
12. Maintain high expectations of students' behaviour, collegiality, attendance and punctuality, in line with School policy, ensuring that relevant procedures are followed if these are not met.
13. Ensure that teaching fosters the development of students' knowledge and use of academic English, implementing appropriate support strategies for EAL students.

14. Implement classroom strategies prescribed by the Individual Needs Department for students with an Individual Needs Plan (INP).
15. Adopt a positive and developmental approach to academic monitoring activities such as lesson observations, work scrutiny, learning walks and student voice.
16. Assess, record and report on the attainment, effort and conduct of students in line with School and departmental assessment policies and procedures.
17. Assist in the development of departmental schemes of work and resources.
18. Maintain accurate records of student attendance through the School's attendance system.
19. Fulfil a teaching commitment in line with the School policy and allocation.

Pastoral care

20. Act as form tutor to an assigned group of students and carry out that role in line with policy.
21. Always consider students' welfare and best interests, striving to promote both at all times.
22. Develop strong relationships with students, providing guidance and support in both academic and pastoral matters.
23. Maintain positive relationships with parents with a focus on supporting their child(ren)'s academic and personal development.

Enrichment

24. Support the School's academic enrichment programme by contributing to the McCabe Lecture series, supporting student-led academic societies and delivering taught enrichment sessions.
25. Attend School events and activities as directed by the Principal and voluntarily support events such as trips, Arts Festival events, sports fixtures (home and away) and musical performances by students, after school and at weekends.
26. Deliver co-curricular activities in line with School policy.
27. Support the House Competition by attending events and encouraging student participation.

General responsibilities

28. Play a full part in the life of the School, supporting its distinctive aims and ethos, and be prepared to actively participate and contribute to the community activities that exist within the School.
29. Maintain familiarity with the School's Guiding Statements, striving to embody and promote them at all times.
30. Work effectively as part of a subject and pastoral team.
31. Maintain high levels of professionalism and conduct, acting as a positive role model for students.
32. Carry out supervision duties as per published duty rotas.
33. Continue own professional development in relevant areas, including subject knowledge, pedagogy and others related to career and personal development goals.
34. Attend assemblies, staff meetings and training sessions as per published calendars.
35. Engage actively in the appraisal process.
36. Contribute to the preparation and implementation of academic and pastoral development plans, policy and practice.
37. Treat all students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
38. Abide by the expectations laid out in the Academic Staff Handbook and the Staff Code of Conduct.
39. Maintain familiarity with, and follow, all school policies.

Safeguarding

40. Abide by the School safeguarding policy and keep abreast of any changes

41. Have regard for, and promote, the need to safeguard students' wellbeing, maintaining awareness of cultural differences and related matters when dealing with students.

APPROVAL & REVIEW

ST Lead	Rob Earl (Senior VP)
Date last reviewed	01/11/2021

Signature