



دار المعرفة
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PYP Classroom Teacher	
Job Identity	PYP Academic Staff
Job Title	PYP Classroom Teacher
Reporting to	Grade Leader, PYP Coordinator and Head of Primary
Job Purpose	<ul style="list-style-type: none"> • Working as a member of the school's SEN and Learning Support team, sharing ideas and information and working collaboratively with colleagues • Plan and deliver lessons to ensure outstanding student learning through individual, small group and in-class teaching methods
Principal Accountabilities	<ul style="list-style-type: none"> • Teach an appropriately broad, balanced, relevant and differentiated curriculum, based upon IB PYP standards to assigned students according to varied educational needs • Provide opportunities for students to be actively and authentically involved in their learning, through practical activities, investigations, experiments, research, etc. • Establish a safe and stimulating physical and emotional environment for students, rooted in mutual trust and respect • Set goals that stretch and challenge students of all abilities, dispositions, learning needs and styles, cultures and backgrounds • Draw up long, medium- and short-term plans for all subjects taught, in collaboration with parallel class teachers, subject leaders and learning support staff • Attend weekly planning meetings with parallel class teachers and Support for Learning staff • Create weekly lesson plans, which should be "working documents", readily available to assist substitute staff when necessary. These plans should be in line with the designated scope and sequence and should be available on SharePoint within the stated time frame • Maintain accurate records of students' attainment and progress, in accordance with assessment and subject policies: use assessment data to inform next steps • Mark students' work (including home learning, when appropriate) promptly, in accordance with the "marking and feedback" and "presentation of work" policies • Use IT as an effective learning tool, where appropriate • Manage behaviour in accordance with the essential agreements and disciplinary policy and procedures of the school, promoting an understanding of the need for such guidelines. Cultivate a respect for persons and property, a high regard for health and safety issues and positive relationships with and amongst students • Build and maintain co-operative relationships with parents, communicating with them on students' learning and progress, drawing attention to special skills and talents as well as to potential problems or difficulties • Maintain a creative, stimulating and enabling classroom environment which includes a balance of displays which celebrate, support and challenge learning. • Maintain a safe, clean, tidy environment, where books, equipment and other resources are used responsibly and returned to their assigned places • Mark the student attendance register and monitor lateness and absence in line with policy.
Other responsibilities:	<ul style="list-style-type: none"> • Maintain confidentiality at all times with regard to student information and related school matters • Attend staff / other meetings, parent/teacher conferences, as required • Attend school assemblies, insisting upon the responsible behaviour of students



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	<ul style="list-style-type: none">• Support the vision, aims and ethos of the school, setting good examples in terms of dress, punctuality and appearance• Carry out assigned duties in addition to regular teaching; e.g. playtime, lunch duty• Offer two voluntary extra-curricular "club" activities over the course of the school year, one of which must be after school• Support implementation of the Professional Management and Appraisal Process in order to improve standards of teaching and learning• Attend and participate in staff CPD sessions, school-based meetings student performances and extra-curricular activities• Support and participate in parent/teacher fund-raising and social events, sporting, musical and other out-of-school activities• Uphold the school's behaviour code, uniform requirements and other regulations• Assist with various duties as assigned by the Principal, according to the needs of the school
Expectations from Post Holder	<ul style="list-style-type: none">• Support the aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour• Uphold the school's behaviour code, uniform requirements and other regulations
Professional Development	To continue with own professional development through DMS Performance Appraisal and the identification and implementation of a personal Professional Development Plan in discussion and agreement with the PYP Coordinator/Head of Primary and Principal.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a leader in the school to undertake work of a similar level that is not specified in this job description.

This document may be modified by the Head of Primary and Principal, with your agreement, to reflect or anticipate changes in the post commensurate with the salary and job title.