



## THE INTERNATIONAL SCHOOL (B) BHD

### JOB DESCRIPTION

<b>Position Title:</b>	<b>TEACHER IN PRIMARY</b>
<b>Line Manager:</b>	<b>HEAD OF YEAR</b>
<b>Reports to:</b>	<b>PRIMARY LEADERSHIP TEAM (PLT)</b>
<b>Salary Scale:</b>	<b>TEACHER MAIN SCALE</b>
<b>Teaching Load:</b>	Maximum teaching load for a Primary teacher is 24 lessons per week and registration for a class 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 Year and teachers, to the updating of syllabi and Schemes of Work.
- Formulate and implement, in conjunction with the Head of Year and teachers, policies to be enacted. These policies should reflect the school's philosophy on discipline and the code of conduct, homework, assessment and feedback, educational visits, 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 indicates what students need to do to improve their work and continue their learning.
- Attend the Parent-Teacher Consultations throughout 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 Parent – Teacher Consultations.

**Pastoral**

- Be responsible for the pastoral care of students.
- Maintain a duty of care to ensure all students are safe and secure at all times not only within your class but the year group and the wider school community.

**Management of Resources**

- Assist the Head of Year in the ordering of relevant materials and equipment.
- 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 take part in school trips and events.
- 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 .....**