



Teacher Employment Agreement

Appendix A – Job Description

Position: Teacher (Homeroom and Specialist)

Reports to: Deputy Head of Primary / Deputy Head of Secondary / Head of School

Position Description

The Teacher is responsible for providing a learning environment in which each student feels safe, supported and motivated to fulfil his/her potential for physical, social, emotional and intellectual growth. The teacher is responsible for planning and implementing a programme of learning that will result in each student achieving academic success in accordance with the Cambridge curriculum.

Responsibilities include but are not limited to:

Whole School Community Responsibilities

1. Promotes and incorporates MBIS's vision, philosophy and values into the teaching role.
2. Models expectations in regard to Values based Education which is a foundation of the Meritton learning environment.
3. Models and acts both professionally and ethically when relating with students, parents, staff, and the wider community.
4. Works in collaboration with staff to enhance the learning environment at MBIS.
5. Participates in extracurricular activities such as social activities, sporting activities, school representation, clubs and student organizations.
6. Supervises students when rostered for duty times, i.e. lunch and play times.
7. Willingly participates in professional development recognising that such opportunities may take place after school, on weekends, or at holiday time.
8. Meets professional expectations in terms of meeting deadlines, keeping commitments, etc.
9. Attends and participates in meetings as required, i.e. staff meetings, parent-teacher meetings, etc.
10. Shows flexibility and a willingness to perform other duties and take other responsibilities on a voluntary basis or as requested by the management team, i.e. join committees, e.g. Book Week, Values Committee, etc.
11. Conducts new student enrolment assessments as required.

Professional Relationships and Communication

1. Develops cooperative, positive and appropriate relationships with students, parents and colleagues.
2. Communicates in a polite and respectful manner to all members of the Meritton learning community.



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3. Communicates in a timely manner in regard to providing feedback or expressing concerns in a range of settings and across a range of areas, i.e. feedback to students, parents, colleagues and management.
4. Writes student progress reports in a professional, factual and non-judgemental manner.
5. Develops a close and congenial working relationship with the Teaching Assistant by regularly communicating planned learning activities, negotiating tasks that need to be completed, working effectively together with the students and generally being clear with expectations.

Classroom Responsibilities

1. Creates a safe, encouraging and supportive learning environment that enables students to flourish and achieve their potential.
2. Uses a range of teaching strategies to motivate and encourage a love of learning, i.e. enquiries, discussion groups, practical activities, etc.
3. Includes strategies to differentiate and meet individual student needs in the classroom, i.e. different levelled activities, resources, learning stations, etc.
4. Implements classroom management techniques that encourage and support appropriate behaviour, whilst supporting students in a positive way to change and take responsibility for inappropriate behaviour.
5. Prepares appropriate resources to meet the learning objectives of each lesson.
6. Attends to the pastoral care needs of students within the classroom.
7. Creates an effective and nurturing learning environment by displaying student work, developing interest centres, having bulletin/notice boards, having posters that support learning, etc.

Professional Administrative Responsibilities

1. Submits year and term plans outlining programmes of learning. Submits fortnightly lesson plans in advance that meet the curriculum learning goals.
2. Evaluates and maintains records of students' academic, physical, social and emotional growth.
3. Develops both formative and summative assessment tasks and maintains student achievement records and reports to parents and management when required.
4. Keeps up to date with developments in subject area(s), new development in best practice teaching and educational research.
5. Share good practice ideas with colleagues.



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Person Specification

Qualifications and Knowledge

- Qualified teacher status recognised internationally.
- Native English speaker (in exceptional cases non-native fluent English speakers may be considered).
- A clear knowledge and understanding of the importance values have in a learning environment.
- Knowledge of mindfulness and the positive effects it can have on learning.

Skills and Experience

- Experience of the assigned teaching role.
- Able to manage and motivate students effectively using a range of positive strategies.
- Able to establish a learning environment that caters for differentiated learning needs within the classroom.
- Experience of student assessment and reporting.
- Excellent relationship and communication skills
- Able to create a happy, challenging and effective learning environment.
- Authentically models behaviour and values expectations inside and outside the classroom.

Personal characteristics

- Approachable
- Committed
- Empathetic
- Enthusiastic
- Organised
- Patient
- Resourceful
- Flexible
- Kind
- Open minded
- Honest
- Team Player