



## Secondary Teacher Job Description

*A Unique Learning Adventure*

**Our mission is to ignite a passion for learning, from our hearts, to others, for the world.**

### **Responsible to:**

Heads of Faculty and/or Department

Director of Studies and/or IB Diploma Coordinator

### **General**

To maintain ethical and professional standards in attendance, punctuality, appearance, conduct, meeting deadlines and the general fulfilment of responsibilities.

The Secondary Section forms part of the wider St Nicholas community and all community members are expected to contribute positively to the whole community and take a full part in school life. Contribute enthusiastically and effectively to the ECA programme.

### **Professional Knowledge**

To have secure pedagogical knowledge and understanding and be familiar with current educational practice and developments.

To understand the school's beliefs about learning and promote the conditions to ignite a passion for learning.

To know and understand the school's philosophy.

### **Planning**

To be responsible for the planning, preparation, organisation of learning based on appropriate curriculum documentation and knowledge of the learners' needs.

To plan well-paced, meaningful lessons that take into account different learning styles and the differing levels of each learners' academic, emotional and cognitive development.

To effectively deploy Learning Support Specialists and other professionals connected to the learning of each learner.

Work collaboratively to produce medium and short-term planning which promotes learning.

To contribute to individual and collaborative plans on Atlas

### **Practice and learning**

To use a range and balance of strategies carefully selected for effectiveness and the needs of the group.

To effectively use ICT and 21st-century communication tools for, learning and assessing.

To engage in daily practice consistent with the philosophy of the school emphasising an inquiry-based approach and promoting the IBO's learner profile.

To manage the learning environment in a way that learners are motivated and active participants in the process, developing autonomy and respect for themselves and others.

To create an organised and stimulating learning atmosphere, where the environment becomes an effective tool for learning.

To set home learning in accordance with school policy, considering the individual needs of the students.

To encourage respect in all parts of the learning environment.

### **Assessment**

To use a wide range and balance of purposefully selected assessment strategies in line with the school's assessment policy to evaluate learning and inform future learning.

To keep appropriate and systematic records of learning, development and achievement, to provide evidence of the range of activities and progress over time.

To identify and support all learners appropriately.

To support the external assessment process in all ways.

### **Reporting**

Through scheduled parent meetings and the school reporting system, keep parents informed of the progress and attainment of their children and advise on the needs of the learner.

### **Communication**

To liaise with the Class Tutors and the Pastoral Team, keeping them informed of individual learner progress.

To liaise with the Head of Faculty and the Learning Support Departments where appropriate.

To attend and contribute positively to all relevant school meetings.

### **Professional Development**

To be responsible for your own learning.

To actively participate to the PLCs within the school

Attend Professional Development courses where appropriate.

To maintain professional relationships with pupils, teaching colleagues and support staff.

### **Other**

To be part of a Pastoral Team and perform the duties of a Class Tutor.

To perform break and lunch duties and to cover for absent colleagues.

To carry out additional duties that might reasonably be asked.

### **You will bring:**

- Passion and enthusiasm and a belief that everyone can learn
- A commitment to inquiry-based learning
- A commitment to international-mindedness and IB teaching philosophy ([www.ibo.org](http://www.ibo.org))
- Curiosity, humility and a desire to learn
- Additional qualities to add to the school community

Working hours for all teachers are:

07:45 to 16:15 Full-time staff

07:45 to 12:45 Part-time

November 2019 – N Thody

This job description will be reviewed as necessary according to needs.