



Job Description: Teacher

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Approval by: Principal

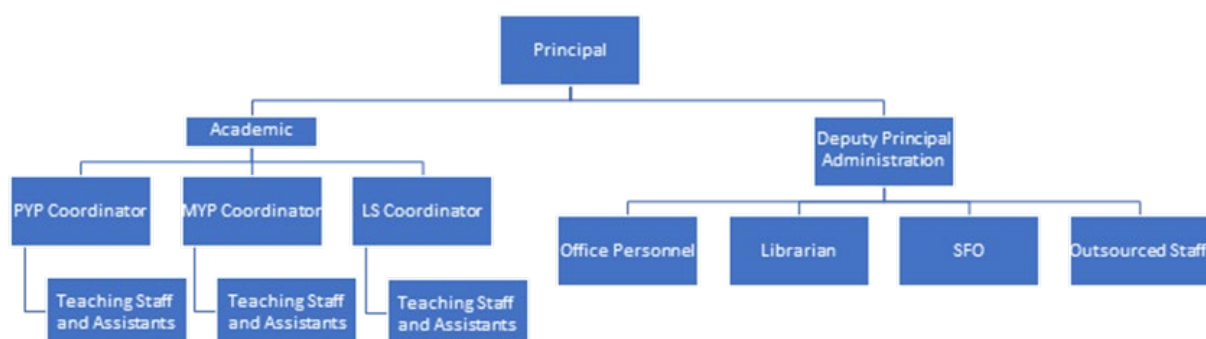
Overview

Post	Teacher
Reports to	IB coordinators (PYP or MYP dependent on programme)
Supervises	Students
Responsibility	Academic and social education
Revision date	January 2022

Purpose of post: To teach IST students and to deal with academic and social education

Position in the school management

This table shows the structure of line management with each level demonstrating whom staff are responsible to.



Characteristics of the post holder

- Committed to the core goal and mission of the school and the provision of the highest educational standards
- Well-qualified, with teaching and/or further educational qualifications
- Relevant, varied and successful teaching experience
- Excellent interpersonal and communication skills
- Well organised
- Excellent social and emotional skills with students
- Willing to be involved in the extra-curricular life of the school
- To contribute to the planning and management of the curriculum
- Ability to plan over a prolonged period, while paying attention to detail
- Ability to exercise initiative, accept responsibility and accountability
- Knowledge of current educational developments and legislation
- Knowledge and understanding of IB and international educational practices
- Knowledge of curriculum planning and design

Responsibilities

1 General responsibilities

- Demonstrate professionalism with due integrity, honesty and loyalty
- Treat both fairly and politely all other staff, students, parents and visitors
- Participation in the planning of the curriculum and the school's educational programme through planning afternoons, collaboration with colleagues and in individual work
- Planning of lessons with appropriate support from IB and subject coordinators
- Participate in regular, objective professional appraisal
- Seek opportunities to develop professional qualifications and to update their knowledge of educational practices and curriculum innovations
- Treat personal student and other confidential information to do with the school appropriately
- Deal with any grievance or concern with the individual concerned and afterwards with their own direct supervisor
- Look after the social and emotional welfare of all students according to IB framework and Norwegian law

2 Specific expectations

- Teachers form the essential role models in a school community and have a fundamental role and responsibility in the learning process
- All teachers will be expected to follow and support the school's *Mission, Philosophy, Aims and Objectives* and to work cooperatively with their pupils, leading them to the acquisition of knowledge and emphasising the importance of learning to learn
- Teachers must keep the school's core goal as their prime focus: *The quality learning of students*
- Teachers should seek to establish relationships of trust, honesty and mutual respect with all students and aim to know their students as well as possible, keeping themselves informed about their progress in all areas
- Teachers should work to develop and preserve students' self-esteem through praise and encouragement, while ensuring that areas in need of strengthening are highlighted and responded to. Students must feel that they have support for and interest in their positive actions, and they should have access to help and guidance when in need
- Teachers will be responsible for planning their lessons according to the needs of each subject area and the reserved timetable for its delivery
- In the classroom, teachers should aim to develop an orderly framework and routine, with clear expectations of punctuality, self-discipline, honesty, and respect for others and for the environment, organisation, application to task and the desire to achieve each individual's potential. They should themselves be good examples of these qualities in action
- It will be expected that teachers should be prepared to give time to parents. Their support and involvement are crucial to the educational development of each pupil.
- All staff need to be proactive in contacting parents when issues arise, especially before parent-teacher meetings
- Each subject teacher is responsible for the academic needs of their students
- All teachers have a responsibility for pastoral care of students. However, PYP class teachers or grade level tutors take a stronger pastoral care role for all the students in their class and are the first point of contact for parents
- The teacher has an important role in behaviour, welfare, social needs and student understanding of the rules of the school
- It is expected that the teaching staff will reflect a professional image to the students and the community by the standard of their dress. Staff should, by default, consider smart and professional clothing to be the standard expectation within school hours. Allowance is naturally given to those staff whose teaching subject requires a different form of attire, i.e. Art or P.E.

3 Break duties and supervision

- All teaching staff and general teacher assistants will be expected to do supervisory duties
- Supervision duties are seen as an integral part of each teacher's and assistant's responsibilities of staff and as such it is expected that they will be performed with care and consideration
- Register students for each lesson (MYP subject teachers) and at the beginning of each day (both MYP and PYP class teachers)

4 Specific responsibilities for a PYP class or MYP grade level tutor

- A staff member with tutor responsibility looks after the social and emotional needs of the grade he/she works with directly
- The tutor should take the lead in dealing with parents, advice with regards student's needs and deal proactively with problems, concerns and challenges
- Parents should be contacted early if there is a concern and the IB coordinator responsible for the programme should be informed too

Further

- To carry out any reasonable task which may be required from time to time by the IB coordinators, Deputy Principal Administration or Principal
- The duties outlined in this job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title
- This job description is reflected in the staff handbook published twice a year