



# St. Joseph's Institution International School

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Class Teacher</b>
<b>Reporting To:</b>	<b>Elementary School Assistant Principals, Head of Year</b>
<b>Direct Reports:</b>	<b>Learning Support Assistants</b>

### **Primary Purpose:**

- To teach pupils assigned to your class within the school and carry out duties as required by the Elementary School Leadership Team.
- To promote the Lasallian Mission and Core Values of SJIS.
- Ensure that planning, preparation, recording, assessment and reports meet the expectations of the school.
- To actively contribute to wider school development and growth.
- Demonstrate thorough curriculum knowledge.
- Demonstrate a proactive approach towards professional development.

### **Specific Duties and Responsibilities:**

#### **1. Teaching and Learning**

- Ensure effective teaching and management of classes, groups and individuals so that objectives are met, progress and challenge are maintained and the best use is made of teaching time.
- Use inclusive teaching methods, which will engage and stimulate pupils' intellectual curiosity including the use of effective questioning, clear presentation and effective use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of behaviour management through focused teaching.
- Create positive and productive relationships in accordance with the rules and behaviour policy of the school.

#### **2. Planning Expectations**

- Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the pupils.
- Set appropriate, yet challenging expectations for pupils' learning, building on prior attainment.
- Identify students who may require additional support and know where to get help in order to give positive and targeted support.
- Ensure that planning shows a clear understanding of the Year group expectations and leads to progression within lessons and over sequences of lessons. In addition, planning should be differentiated to offer students choice and meet individual student needs, such as those with special educational needs or EAL.

#### **3. Assessment and Reporting**

- To assess pupil's achievements and progress in accordance with agreed policies and procedures.
- Implement AfL to evaluate how well learning objectives are/have been achieved and adapt future teaching and learning accordingly.
- To give timely feedback to pupils about their class work and home learning that is constructive and helps pupils make optimal progress



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### 4. Relations with Parents and the wider community

- Proactively build positive relationships with parents as carers in order to best support our students
- Prepare and present informative reports to parents in a professional manner.
- Facilitate parental engagement by ensuring Home Learning tasks that detail how parents can assist their children.
- Prepare presentations for parent groups as required.
- Engage effectively in parent teacher conferences.
- Maintain effective lines of communication with parents, using the appropriate school systems.

### 5. Managing and Developing Relations within the School

- Interact on a professional level with academic and administrative colleagues to establish positive and productive working relationships.
- Work and plan collaboratively within the year group team.
- To contribute to meetings, discussions and systems to facilitate the smooth running of the school.
- Supervise the work of teaching assistants and participate in their professional development.

### 6. Managing Resources

- Select appropriate resources to support learners in achieving objectives.
- Select resources to develop practical learning experiences and create interest for learners.
- Ensure resources are stored appropriately both within classrooms and shared resource areas.
- Use available technology effectively to support learners and enhance the learning experience.

### 7. Managing performance and professional development (PD)

- Take responsibility for personal professional development.
- Keep up to date with research and developments in pedagogy as relevant to their curriculum team and Phase.
- Understand professional responsibilities in relation to school policies and procedures.
- Make the most of PD opportunities provided.
- Regularly reflect on teaching practices and engage in the trust based observation programme, in order to improve learning outcomes

### 8. Other

- To keep Safeguarding at the forefront of all that you do.
- Act as a role model to the pupils in character, personal presentation and conduct.
- To meet statutory responsibilities and comply with school policies with regard to health, safety and professional conduct.
- To promote and adhere to the Lasallian Mission and Core Values of SJIS.
- Any other duties considered necessary as allocated by the Deputy or Assistant Principals.
- Contribute to the Co-curricular programme.

### Other Conditions:

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for all countries lived in



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### Personal Specifications:

<b>Qualifications/Training</b>
1. Detailed knowledge of the relevant aspects of English National Curriculum
2. Evidence of active participation in PD
3. Teaching degree or qualification with QTS
<b>Experience / Knowledge</b>
1. Minimum of three years teaching experience
2. Experience of integrating the use of technology into learning and using IT effectively to engage pupils
3. Detailed understanding of AfL strategies to assess needs & inform planning
4. Adapts teaching to respond to the strengths and needs of all pupils
5. Have high expectations which inspire, motivate and challenge pupils
6. Experience of providing effective teaching and learning for EAL and SEN pupils
7. Proven track record of ensuring good progress and outcomes for pupils
8. Can demonstrate a commitment to developing all aspects of school life
9. Creativity in teaching a topic-based curriculum in an international setting
10. Ability to create a positive, challenging learning environment
11. Evidence of good, or outstanding teaching
12. Evidence of good classroom management skills
<b>Personal Attributes</b>
1. A high level of personal integrity
2. Collaborative and team-oriented
3. Excellent organisational and time-management skills
4. Demonstrate an attention to detail
5. Demonstrate a strong work ethic
6. Demonstrate respect for students, colleagues and parents
7. Proactive and able to manage others to ensure deadlines are achieved
8. Self-motivated and enthusiastic approach to responsibilities
9. Continually strive for improvement
10. Sense of humour
11. Adaptability