

International School of London

Job Description – Teacher

Job Title: Teacher

Location: 139 & 15 Gunnersbury Avenue

Reports to: Department Lead

General:

A teacher is responsible for planning and delivering lessons, assessing student progress, managing the classroom, and supporting individual student needs. They communicate with parents and school staff and engage in professional development to stay current with educational practices. Overall, teachers inspire and motivate students to achieve their full potential and complete the IB programme effectively.

Duties and Responsibilities:

1. General

- Our teachers are the essence of the work of the School. Each teacher is responsible for the education of the students in his/her classes; ensuring that the learning environment is alive, welcoming and authentic.
- Our teachers ensure that all students are safe, secure and properly supervised at all times.
- We work collegially with our Departmental Teams to support the school's vision, mission and philosophy; support the school's curricular and philosophical commitments as an IB World School, and to assist the team in meeting its planning goals.
- We effectively plan and teach classes according to the timetable and appropriate programmes of study. Catering for personalised learning and differentiation for all levels of student ability.
- Our teachers engage in both internal and external professional development opportunities, contributing to teaching and learning practices across School programmes.
- Our teachers value the cultural identity of each member of our ISL community and invoke passion in learning.

2. Accountability

- Assume responsibility for the effective delivery of the agreed curriculum to the students in classes.
- Be responsible for the aims and curriculum of the area in which they teach.
- Be committed to the appraisal process that encompass what is expected of teachers in relation to their teaching and professional practices.
- Keep vertical scope and sequence programmes and maintain planning records, using ManageBac.
- In case of planned absence, leave work for students with your Head of Department and communicate accordingly with the Cover Manager.
- Be present at all internal professional development days and sessions.
- Be punctual for class and take attendance registers at the start of each lesson. Be available as designated on the sub/cover rota and for assigned duties.
- Maintain inventories of all textbooks and other resources, including those issued to students, and to ensure the return of these; make recommendations for new resources.

- Lead an after-school club for one term per year (Full time only)
- Organise extra-curricular learning activities, as required and linked to the curriculum.
- If allocated as a tutor adhere to the tutor guidelines as provided.

3. Academic Quality

- Develop the content of courses in relation to the school's philosophy, objectives and appropriate IB recognised programmes.
- Select the educational experiences - related to skills, content and concepts - appropriate to the needs of each student in their classes, in relation to the school's philosophy and objectives and in the light of the agreed curriculum. The expectations for the delivery of these are spelled out in the Department Handbook and linked to appraisal.
- Assist the relevant Coordinator and/or Department Lead with curriculum development.
- Ensure at the start of each course/unit that students understand what is to be covered and how they will be assessed. Secondary students should be given a course outline or syllabus at the outset, together with information on the criteria by which students will be assessed.
- Set and mark a variety of formative and summative assessment tasks throughout the year. Ensuring this is done in a timely manner.
- Document formative feedback in a timely, constructive and relevant manner to inform future learning; produce student reports for parents by the date set by the School and attend all Parent-Teacher Conferences as set by the School.
- Maintain on-going records of students' work and progress, using Managebac.
- Assign and mark differentiated homework in a timely manner, according to the School Homework Policy and relevant Department Handbook; meet reasonable requests for homework during students' absences.
- Ensure all IB internal assessment documents comply with IB requirements and are uploaded as required to IBIS.

4. Community

- Work to ensure that, at all times, the School's curriculum provides a safe, supportive learning environment for students, teachers and all other members of the ISL community.
- Work with colleagues, students and the school community to create a thriving, dynamic, aspirational and academic culture that recognises, values and nurtures each person's cultural identity.

5. Communication

- Keep the Pastoral Team and tutors informed about student absence and lateness and notify of any behavioural commendations or concerns.
- Keep the Department Lead and/or members of the Secondary Leadership Team appraised, as relevant, of all academic, teaching and learning matters.
- Form an integral part of a professional, inspirational and collegial teaching team.

6. Teaching qualification and experience:

- Degree and teaching qualification
- Teaching experience relevant subject areas
- IB teaching experience is an advantage but not a requirement.
- Ability to adapt curriculum and ability to work with interdisciplinary contexts for teaching and learning

7. Care & Guidance

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer
- To ensure all educational practices are in line with the school's health and safety procedures and policies.

At ISL London, safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the School Principal or a designate to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the School Principal and member of staff.