

British Overseas School Job Description

Job Title: Primary Class Teacher

Responsible to: Appropriate Key Stage or Primary Senior Management Team

Teachers are expected to exemplify excellent professional practice which leads to high standards of teaching and learning within the curriculum. Teachers are also expected to support the pastoral and co-curricular work of the School and be reliable in exercising their daily responsibilities. Working as part of the Departmental team under the guidance and direction of the Head of Department and the Secondary senior Management Team, the subject teacher is expected to fulfill the following roles:

- Provide learning opportunities for every student commensurate to her/his needs, abilities and stage of development, by teaching a programme that gives each student the opportunity to experience success, and which challenges all students to achieve their full potential.
- Establish effective and positive relationship with students based on mutual respect, recognition of the individuality of each student and affirming their cultural identity.
- Provide a safe, effective, challenging learning environment and an attractive and welcoming classroom.
- Teaching students, as timetabled, including the setting and marking of work.
- Taking responsibility for the teaching of all areas of the curriculum, ensuring that students receive their entitlement to the breadth and balance of the National Curriculum of England and Wales.
- Providing the Head of Department and/or Senior Management team with appropriate termly and weekly class planning.
- Assessing, recording and reporting on the development, progress and attainment of students. This includes attending Parent Conferences as required.
- Co-operating with other staff on the preparation and development of courses, teaching materials, teaching programmes, methods of teaching and assessment.
- Co-operating with the school Senior Management Team, in the implementation and promotion of Health and Safety policies to safeguard the safety of students and themselves at all times.
- Maintaining good order and discipline among the students and safeguarding their health and safety.
- Keeping up to date on teaching and international education developments and sharing enthusiasm and resources with other teachers.
- Attend professional developments programmes, participating in INSET courses and attending professional meetings which relate to curricular, administrative or organisational matters as required: scheduled by the Senior Management Team.

- Participating in arrangements for preparing students for statutory assessments as deemed appropriate by the Senior Management Team.
- Participating in administrative and organisational tasks related to such duties as are described above.
- Performing the pastoral duties of a teacher and to fulfil the role of Form Teacher should this be required.
- Taking responsibility for the safety of students through supervision duties.
- Performing other duties which may reasonably be assigned from time to time by the Principal.
- Taking responsibility for the organisation and implementation of at least one extra-curricular activity on a weekly basis.

The above list is neither exhaustive nor definitive and is subject to change with departmental needs and staff professional development.

There are also additional negotiated roles within the Department to support and enhance professional development.

The British Overseas School Job Description

Job Title: Primary Key Stage Manager

Responsible to: Head of Primary

Specific responsibilities include the following:

1. SCHOOL AIMS

Promote whole school aims and implementing school policies through the work of the Department.

2. TEACHING AND LEARNING CURRICULUM

- Lead the department in developing and improving teaching and learning.
- Monitor and evaluating teaching and learning within the department in line with school policy and the National Curriculum of England and Wales.
- Maintain and develop assessment practices within [F/KS1/KS2] including Statutory Assessment Tests.
- Plan and implement the Curriculum for [F/KS1/KS2] in consultation with Key Stage colleagues and in line with school policy and the National Curriculum of England and Wales.
- Manage the current curriculum provision through regular reviews of schemes of work.
- Establish priorities and goals for the Department Development Plan to support the School Development Plan.
- Analyse and evaluate assessment data and report outcomes to the Senior Management Team.
- Oversee the management of Learning Support within the Key Stage.
- Represent the department at curriculum meetings and other groups as necessary.

3. STAFF

- Work with the Head of Primary on the induction of new staff.
- Provide support and guidance for Key Stage colleagues.
- Identify staffing needs, professional development and plan INSET for the department.
- Undertake professional reviews of staff by observation, interview and discussion – as per the School's Performance Management Framework.
- Advise the Head of Primary on the selection of new staff.

4. MANAGEMENT & ADMINISTRATION

- Chair Key Stage meetings, provide agendas and minutes of these meetings.
- Liaise with the Head of Primary with regard to the development of staff.
- Maintain teaching and display areas.
- Manage cover work for absent colleagues in the Key Stage.
- Liaise with ICT team over Key Stage pages on the school's website.
- Take responsibility for the management of one school production per academic year.

5. STUDENTS

- Take responsibility for students' progress and welfare within the department.
- Coordinate Key Stage reports.

6. CLASS TEACHING

- The Key Stage Manager will carry a teaching load as determined by the Head of Primary.
- When carrying out teaching duties the Key Stage Manager's duties will be governed by the "Class Teacher" job description, including the provision of 1 extra-curricular activity per week.

7. MISCELLANEOUS

- The Post holder will also perform other duties which may be reasonably assigned from time to time by the Head of Primary.