



Bromsgrove International School **Job Description – Key Stage 2 – Class Teacher**

It is understood that a job description can never put into words all the qualities that a good teacher embodies and cannot hope to cover all those facets of daily life in the classroom. It is hoped that all our teachers will strive to inspire, encourage and nurture, to the best of their ability, all those students who pass through their classes during their time at BIST

Major Responsibilities:

Minimum Qualification:

- Qualified teacher
- At least 2 years teaching experience at a recognised school
- Native English Speaker

Major Responsibilities:

- Ensure each child's learning by teaching the syllabus of all subject areas to the class in an appropriate manner
- Differentiate class work, within reason, to meet the differing ability needs of the children being taught
- Acknowledge that English is not necessarily the native language of all the children in the class and adapt his/her vocabulary and written tasks accordingly
- Ensure that all work is marked meaningfully, promptly and clearly and that corrections are undertaken where necessary
- Ensure that all work is of an acceptable standard according to the ability of each child
- Ensure homework is given appropriately where and when necessary
- Bring to the attention of the Head of Primary any child who has special needs of any kind
- Use appropriate resources when teaching all subjects
- Be prepared to be visited and observed by peers and Head of Primary throughout the year as part of the BIST Teaching and Learning Policy and Appraisal Programme
- Be prepared to observe peers throughout the year as part of the BIST Teaching and Learning Policy

Planning

- Prepare medium-term lesson plans each half-term and ensure these are saved electronically on the BIST share drive according to the deadlines
- Collaborate with other teachers in planning all lessons to ensure that classes are covering the appropriate work across the curriculum
- Ensure that the curriculum is delivered in a balanced timetable by consulting with peers and line managers.
- Participate in the development and review of the curriculum in collaboration with line managers.
- Participate in the development and review of school policies where necessary

Assessment

- Formally report on each child's academic achievement and progress at the end of each term
- Continuously assess each student so as to be able to clearly justify and substantiate grades, levels or comments given in each report
- Provide opportunities for children to assess their own work using child-friendly prompts and level descriptors
- Keep clear records of any levels, grades or marks attained by each child in classroom tests/assessments
- Ensure the reading record is used regularly and correctly
- Ensure that the homework diary is kept correctly and is up to date where appropriate.
- Be prepared to discuss report grades and each child's progress with parents both on Parents' Evenings and at other reasonable times throughout the year

Classroom Management

- Ensure that the classroom atmosphere is calm and conducive to learning
- Provide an environment in which the children feel safe, confident and happy to learn
- Put up displays of the children's work in an attractive manner and ensure that the classroom represents a colourful and stimulating environment
- Ensure that children are supervised at the beginning of school and after break times
- Ensure that children are not left unsupervised in classrooms during lesson time or at break time
- Ensure that children are sent promptly to specialist lessons
- Not accept poor behaviour either in or out of the classroom
- Keep a daily class register each morning and return it to the office promptly
- Reply to parents' informal notes and messages on the day they are received. Pass promptly to the Head of Primary any notes or messages of a more formal nature

General

- Supervise children in the play areas at break times according to the duty rota
- Escort the class to lunch and sit with the children to supervise and socialize with them
- Serve as a role model to the children in terms of behaviour, dress, attitude and manners
- Run two 'After School Activities' each week, each term
- Be available to attend and participate in Primary staff meetings each Wednesday after school
- Be available to attend and participate in extra curricular events in the school calendar such as Parents' Evenings, Concerts, as well as outside marketing events, etc.
- Consult with the Head of Primary member should problems arise in any area related to his/her teaching duties
- Actively support the ethos of the school
- Observe, support and exemplify all school policies
- Observe the school hours and be present from at least 7.35 a.m. each morning
- Assist with boarding duties as appropriate and directed by the Principal or his/her delegate.