



JOB DESCRIPTION: GRADE SCHOOL TEACHER

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| Position Title | Grade 3/4 Teacher |
| Department | General Studies |
| Position Status | Full Time |

Summary of Responsibilities

Job Purpose:

- To be accountable for the standards of teaching and learning and pupil progress in Grades 3/4

MAIN DUTIES

- To deliver the Curriculum in accordance with the School's timetable.
- To keep up to date with developments in the Curriculum and in teaching practice methodology.
- To develop the use of ICT to support and enhance teaching and learning.
- To exercise professional skills and judgement.
- To impact on the educational progress of all pupils in the school.
- To work with others to ensure the most appropriate links are made to ensure that the Curriculum meets the individual students' needs.
- To maintain accurate records of all assessments and feedback of all students.
- To develop and enhance the classroom practice of the teaching assistant.

Teaching and learning

- Ensure thorough understanding about learning objectives, understand the sequence of teaching and learning in all subjects and communicate this to students.
- Select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement in line with school policy.
- Analysis of results and assessment data

Other professional requirements

- Establish and maintain effective working relationships with professional colleagues and other teachers to develop cross curricular links and creative approaches to learning.
- Establish effective relationships with parents and inform them of developments and practices relating to the teaching of the Curriculum.
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Undertake any other duty as specified by Principal not mentioned in the above.



Other Specific Duties:

- Any other duties as required by the Principal

Person Specification – Grade 3/4 Teacher

Person Specification for Grade 3/4 Teacher

A. Qualifications and Experience

- Qualified Teacher Status (QTS)
- Degree, or equivalent, in specialist subject or a related subject
- A proven track record of outstanding teaching
- At least 5 years' experience
- Experience and familiarity with International education essential
- IPC experience would be an advantage
- Evidence of appropriate in-service training

B. Knowledge, Understanding, Skills and Abilities

- A clear and proven commitment to the ethos and values contained in the SMM ethos statements and capacity to develop and promote this within the school
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education in the International Sector
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT

C. Leadership/Personal Qualities

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resource