



Job Description

Overseas/Local Hire Teacher - Secondary School

Responsible in the First instance to the Head of Secondary

As a teacher of HIS you are responsible for the growth and development of the individual student in accordance with the philosophy of the school as expressed in the Mission Statement and School Aims. As an overall guide, refer to the HIS Policy Manual, the School Staff Handbook, the Secondary Staff Handbook, and follow the Standards and Practices of the IB and CIS.

Teaching and learning

A teacher is responsible for:

- aligning teaching and learning with the requirements of the MYP and IB Diploma.
- engaging students as inquirers and thinkers and to encourage students to become actively responsible for their own learning.
- building on what students know and can do and engaging students in reflecting on how, what and why they are learning.
- understanding and practicing academic honesty.
- addressing human commonality, diversity and multiple perspectives, and the diversity of student language needs, including those for students learning in a language(s) other than mother tongue.
- the language development of each student.
- using a range and variety of strategies for teaching and learning.
- differentiating instruction to meet students' learning needs and styles.
- incorporating a range of resources, including information technologies.
- developing student attitudes and skills that allow for meaningful student action
- fostering a stimulating learning environment based on understanding and respect.

Collaborative planning

A teacher is responsible for:

- collaboratively planning and reflecting on the requirements of the programme(s) including the development of interdisciplinary learning opportunities.
- documenting curriculum on Managebac.
- collaboratively addressing the planning and teaching of the IB Learner Profile attributes.
- attending and organizing collaborative planning meetings.

Assessment

A teacher is responsible for:

- collaboratively assessing student work and the learning needs of each student.
- using a range of strategies and tools to assess student learning.
- providing students with feedback to inform and improve their learning.
- providing opportunities for students to participate in, and reflect on, the assessment of their work.
- using student assessment to improve teaching and learning.
- ensuring that all deadlines and guidelines associated with reporting are followed.
- welcoming parental interest in the progress of students and being willing to listen to, and respond to, parents' views.
- monitoring students' academic progress and ensuring parents, and other teachers, are informed as appropriate.



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General Professional Expectations

In addition to the above, teachers are expected to:

- Model lifelong learning by remaining current with content and pedagogy in their area of academic responsibility.
- Maintain a high level of preparation to foster students' engagement with their learning.
- Foster respectful interactions among and with students and with their peers, both in classrooms and about the school.
- Develop and maintain a level of technological expertise that enables active use of technology to support student learning.
- Actively participate in and support both student and teacher-led extra- and co-curricular activities.
- Support student leadership initiatives
- Promote the positive image of HIS in public settings.
- Be responsible for the safety and discipline of all students in and out of the classroom.
- Be diplomatic and discreet in all professional dealings.
- Be an active member of the HIS community.
- Cover additional teaching when required.
- Participate in the teacher's appraisal procedure.
- Participate in and lead committee work which contributes to the achievement of the school's goals.
- Perform any other reasonable duties requested by the Principal or Vice-Principal.

Reviewed October 2018