
JOB DESCRIPTION – TEACHER

REPORTING TO:

Subject Supervisor, Consultant, Head of Department, or Principal, as per school organogram.

CONTRACT TYPE:

Annual

PRIMARY RESPONSIBILITIES AND TASKS

OBJECTIVES:

- **Personal and Academic Growth:** To nurture and enhance the personal and academic growth of each student enabling him or her to be a truly global citizen.
- **Inspiration and Empowerment:** To inspire and empower students to make a constructive impact in their country and the world.

KNOWLEDGE AND EXPERTISE:

- **Familiarity with Standards and Curriculum:** Possess thorough familiarity with Westcliff standards and curriculum, as well as developmentally appropriate pedagogy and essential educational strategies in their subject area.
- **Subject Expertise:** Demonstrate expertise in their subject domain, including prerequisites for their grade level and skills necessary for success in subsequent grades (curriculum alignment).
- **Addressing Queries:** Proficiently respond to subject-related questions from students and understand common misconceptions and errors within their specialised subjects.
- **Curriculum Expectations:** Where applicable, comprehend students' expectations in relation to Ministry of Education requirements, British, American, and international curricula pertinent to the student body.

PREPARATION AND ORGANISATION:

- **Standards and Curriculum:** Implement approved standards and curriculum guidelines.
- **Teaching Objectives:** Define clear teaching objectives, content, lesson structures, and sequences appropriate to both subject matter and student needs.
- **Lesson Design:** Design lessons, curriculum units, assessments, and homework that are relevant, stimulating, and likely to engage students actively.
- **Lesson Plans:** Compile and submit lesson plans in prescribed formats as directed by the administration.
- **High Expectations:** Establish high and achievable expectations for student learning and motivation, building on prior knowledge.

-
- **Diverse Learning Needs:** Develop lessons catering to diverse learning needs, styles, and interests.
 - **Special Needs Support:** Identify students with special needs, seek appropriate support, and implement tailored strategies while maintaining individual student records.
 - **Resource Utilisation:** Select and effectively utilise textbooks, IT resources, and other educational materials to achieve teaching objectives.
 - **Assessments:** Develop and administer research-based assessments suitable for student progression.

LEARNING ENVIRONMENT:

- **Supportive Atmosphere:** Foster a supportive, engaging classroom atmosphere conducive to student success.
- **High Standards of Conduct:** Set and maintain high standards of student conduct, fostering effective classroom environments through focused teaching and positive relationships.
- **Overall Supervision:** Assume responsibility for overall supervision of students across all grades to promote a conducive teaching and learning environment.
- **Discipline and Management:** Employ proactive discipline methods and effective classroom management techniques, nurturing student self-discipline.

TEACHING:

- **Reinforcing School Mission and Values:** Reinforce the Westcliff mission by integrating school values through direct instruction, modelling, and guidance.
- **Delivering Engaging Lessons:** Deliver clear, relevant, motivating, and engaging lessons.
- **Effective Classroom Management:** Ensure effective teaching to whole classes, groups, and individuals, maintaining teaching momentum, challenge, and optimal use of class time.
- **Addressing Student Needs:** Address comprehensively the academic, social, emotional, and physical needs of each student, taking responsibility for those requiring additional support.
- **Adapting Teaching Methods:** Adapt teaching methods to sustain student engagement, including stimulating intellectual curiosity, effective questioning, clear presentation, and resourceful use of educational aids.
- **Assessing and Monitoring Progress:**
 - Evaluate and monitor daily work and homework, providing constructive oral and written feedback, and setting achievable learning targets.
 - Utilise diagnostic, formative, and summative assessments to adjust teaching strategies and provide follow-up support to all students.
- **Managing Support Staff:** Effectively oversee co-teachers and lab assistants, where applicable.

COMMUNICATION AND INTERACTION:

- **Demonstrating Student Support and Recognition:** Demonstrate genuine interest in each student, expressing confidence in their potential for learning and growth. Acknowledge and celebrate student achievements.
- **Parental Communication and Collaboration:**
 - Regularly communicate with parents via the school Portal, conferences, progress reports, communication books, report cards, phone calls, and emails.
 - Collaborate with parents to identify and implement effective solutions to challenges.
- **Foster Respectful Interaction:** Foster respectful and compassionate interaction with students.
- **Collaboration and Support:**
 - Consult and collaborate with other school personnel as required to fulfil teaching duties.
 - Recognise the importance of liaising with student welfare agencies.
- **Cultivating Professional Relationships:** Cultivate effective and positive professional relationships with colleagues, including support staff.

PROFESSIONAL CONDUCT:

- **Demonstrating Professional Demeanour:** Demonstrate a professional demeanour, contributing to the school's overall mission. Set a positive example in teaching, appearance, and personal conduct.
- **Commitment to Professional Growth:**
 - Embrace continuous professional development, seeking best practices, enhancing personal expertise, and engaging in a learning community.
 - Reflect on teaching effectiveness and personal instructional practices to enhance professional growth.
- **Administrative Responsibilities:** Maintain student records in accordance with school policy and supervisor requests.
- **Staying Informed and Safe Environment:**
 - Take ownership of professional development, staying informed of pedagogical research and advancements in relevant subjects.
 - Uphold a safe environment and adhere to established practices.
- **Meeting Participation and Policy Adherence:**
 - Fulfil all duties, attend meetings, and participate in extracurricular activities as required.
 - Adhere to Westcliff International School constitution, and rules.

COMPETENCIES, ABILITIES & SKILLS

- **Communication Skills:**

- Strong oral and written communication skills.
- Excellent interpersonal skills.
- Ability to collaborate within teams; effective communication with parents, students, and colleagues.

- **Subject Mastery and Teaching Practices:**

- Mastery of subject matter.
- Familiarity with best teaching practices and methodologies.

- **Technological Proficiency and Compliance:**

- Demonstrate knowledge of relevant regulations, laws, and school policies as outlined in the school constitution.
- Proficient in technology use including research, word processing, databases, spreadsheets, electronic presentations, and integrated classroom technologies.

QUALIFICATIONS AND EXPERIENCE

- **Academic and Professional Qualifications:**

- Bachelor's degree or higher, preferably in Education or relevant field.
- Teaching certification or licensure.

- **Teaching Experience:** Minimum of two years of successful teaching experience, preferably in an international school setting.

This job description outlines general duties which may vary over time. The level of responsibility associated with the post will remain consistent.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: -----

Employee Signature: -----

Date: -----