

Teacher Job Description

Planning

- Use ISU curriculum outlines as a basis for all planning,
- Use designated collaborative planning time to work with colleagues on unit planning. When planning, give careful thought to differentiation for learning support, EAL needs, student learning styles and prior knowledge,
- Use PYP planners/Upper School planning documents for unit planning,
- Use reflection to inform further planning,
- Be prepared to share and discuss plans with section supervisor (if applicable) and Director if requested,
- Prepare a folder of work for a substitute teacher in case of illness (3 days' lessons),
- Prepare orders for classroom materials at least once a year

Teaching

- Promote and model the attributes and attitudes of the Learner Profile,
- Use inquiry as an approach to teaching,
- Ensure that teaching builds on what students already know. Engage the students as critical thinkers,
- Use a range and balance of teaching methods. Accommodate a range of learning styles and needs. Support students in reflecting on their learning,
- Support students in taking action related to their learning,
- Provide students with constructive feedback both verbally and in their writing. Observe the ISU Homework guidelines when assigning homework,
- Reflect regularly on own teaching,
- Maintain attractive and meaningful displays that show student thinking and learning

Assessment

- Use a range of assessment tools and strategies both formative and summative,
- Ensure that assessment addresses the essential elements of the PYP/DP and IGCSE, and follows the school's assessment procedures,
- Use both peer and self-assessment,
- Allow students choices in how they demonstrate their learning,
- Ensure that students' prior knowledge and experience are assessed before embarking on new learning,
- Encourage students to reflect on their learning; carefully record student assessment data,
- Communicate information regarding student progress to parents and students; maintain student portfolios as applicable,
- Use assessment information to inform further teaching,
- Complete bi-annual student reports (careful reflection and clear expression of thoughts is expected) and portfolio reflection sheets (or as agreed in the respective section of school)

Pastoral Care of Students

- Treat all students with respect and care,
- Maintain a classroom environment where students feel secure and willing to 'take a risk'; value the social component of learning by allowing students to work in groups, discuss their learning and have 'down time',
- Maintain a tidy, attractive and well-organized classroom

Communication

- Communicate concerns regarding learning needs or welfare to Principal or Director; keep parents informed regarding progress and behavior,
- Communicate positively and professionally with all colleagues,
- Contribute to the school newsletter on a regular basis,
- Participate in parent evenings,
- Attend and contribute to staff meetings

Professional Development

- Demonstrate a commitment to learning,
- Be open to sharing with colleagues and learning from them,
- Remain abreast of current research and developments in teaching and learning,
- Become familiar with PYP, IGCSE and DP publications,
- Attend in-school Professional Development,
- Make use of the IBO Programme Resource Centre (PRC), and
- Make an effort to learn German

Professionalism

- Demonstrate an optimistic and creative approach to problem solving,
- Meet deadlines,
- Attend and contribute to weekly staff meetings,
- Meet with colleagues for collaborative planning at least once each week,
- Act as a positive role model for ISU students in terms of the Learner Profile and lifelong learning,
- Demonstrate professionalism in all interactions with colleagues and parents,
- In situations of disagreement, discuss the issue directly with the people concerned,
- Avoid gossiping,
- Be on time for all of your classes,
- Part-time teachers should arrive at least 15 minutes before their first class.

Contribution to the whole school

- Represent the values and the philosophy of the school in all interactions,
- Attend school events,
- Work collaboratively on the development of curriculum documents and school policies,
- Demonstrate optimism and a willingness to help in challenging situations,
- Be willing to support colleagues, particularly those who are new to teaching or new to ISU,
- Demonstrate open-mindedness towards other perspectives,
- Be friendly, open and caring.