



## JOB DESCRIPTIONS

### SPECIALIST SUBJECT TEACHER (SECONDARY)

#### **Introduction**

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation between the post-holder and The Principal. The school's Mission and Values statements underpin all aspects of this job description.

#### **Salary**

The post-holder will be appointed on the appropriate point of the Kajonkiet International School Teachers' Scale.

#### **Terms, Conditions and Benefits**

As stipulated in the Employment Agreement.

## Responsibility

The Specialist Subject Teacher (Secondary):

- is responsible to the Principal and for curriculum matters and will work closely with both the Vice Principal (Secondary & 6th Form) and the Vice Principal (EYFS and Primary);
- is responsible to the Vice Principal (Secondary & 6th Form) for pastoral matters and will work closely with the Phase Leaders;
- works under the line management and direction of the Head of Department and in turn the Vice Principal (Secondary & 6th Form);
- is responsible for the planning of lessons in accordance with school/departmental schemes of work;
- is responsible for the setting of ambitious academic targets for all students taught in line with secondary school-wide goals and which take account of students' prior attainment and English language levels;
- is responsible for maintaining good discipline in all lessons taught by following the School's disciplinary policies and procedures;
- is responsible for the establishment of a purposeful and positive working atmosphere during all learning activities;
- is responsible for establishing and sustaining a stimulating and dynamic teaching and learning environment, accommodating multi-sensory opportunities for student learning.
- is responsible for the setting of appropriate, challenging and stimulating work - including independent learning assignments - for all students taught;
- is responsible for the identification of students with Special Educational Needs, Talented and Gifted abilities and English as an Additional Language (EAL) concerns and for the prompt reporting of such to the appropriate Coordinator and Vice Principal;
- is responsible, where possible, for the setting of appropriate, challenging and stimulating work for all students taught during periods of absence;
- is responsible for the gathering of information (for inclusion in the Performance Management Personal Profile) which will be supportive of the Self-Analysis component of Performance Management.

## Tasks

The Subject Specialist Teacher will:

- expect to teach a full-timetable as follows - main scale teachers without additional responsibility: 48 of 60 periods, on a two week cycle, each 55 minutes in length;
- receive planning, preparation, assessment and department meeting time as follows - 12 of 60 periods, on a two week cycle, each 55 minutes in length;
- keep appropriate records of students' work;
- mark and return work set - including independent learning assignments - within an agreed and reasonable time;
- use agreed school and departmental marking schemes;
- carry out programmes of assessment as agreed by the department and The School;
- complete student reports in line with the schools reporting policy;
- will attend parent/teacher consultation events and keep parents informed about students' performance and targets using the Student Diary and other school conventions;
- lead or participate in a minimum of one extra curricular activity per week during term-time;
- attend departmental, Secondary/Primary School and whole school staff meetings - including Staff Weekly Briefings - and expect to be available for such, as published;
- be available for cover as directed by the Principal and/or Vice Principal (Secondary & 6th Form) in accordance with the school's cover policy.

## Professional Expectations

The Subject Specialist Teacher will:

- be familiar with and commit fully to the School's Mission Statement and Values;
- will commit to the School's annually published school-wide goals;
- be aware of and fully commit to the ethos and life of an international school and all that this entails;
- be familiar with and commit fully to The School's English Speaking Environment Policy, on a daily basis;
- be familiar with the school's English as an additional language policy and commit fully to its aims and promote its implementation on a daily basis;
- be familiar with the contents of the Staff Handbook and the school's policy compendium and implement the procedures as appropriate;

- commit fully to the school's Performance Management programme;
- attend professional development (INSET and external) as determined by the Vice Principal (Secondary & 6th Form) within the bounds set in the Employment Agreement;
- will commit to the school's extra-curricular programmes;
- communicate with students, colleagues and parents in a respectful and courteous manner at all times;
- will set the tone for students in attendance, punctuality, appearance, dress, courtesy and professionalism;
- be a positive influence on staff morale and motivation;
- demonstrate a clear commitment to their own career professional development.