

JOB DESCRIPTION

Purpose of role

To educate school children from, by planning and conducting a full education programme to develop literacy, numeracy and the physical, emotional, intellectual and social growth of their students in accordance with school policies and procedures

Responsible to

The Head of Primary for all aspects of the role

Responsible for

The designated students in the assigned homeroom class

Responsibilities

To actively support and promote the BCIS Mission, Vision and Values

To align teaching practices with the BCIS Learning Principles within the primary learning environment

To liaise with the teachers of the EAL mainstream programmes regarding graduation and transition into mainstream programmes

To apply all school policies as related to staff and pupils

Key Tasks

Learning and teaching

- Create an age-appropriate learning environment that aligns with the BCIS Learning Principles
- Plan engaging lessons suitable for the range of students within each class according to the agreed curriculum based on the BCIS Learning Principles and best practices for the assigned age group of learners
- Teach the full range of learning areas based on the English National Curriculum including English (Reading, Writing, Speaking and Listening, Spelling, Grammar and Punctuation), Maths, Science, Computing, Art, History, Geography and PSHE
- Differentiate lessons so that all students are learning at a suitable level
- Plan effectively for additional adults in the classroom and supervise their roles
- Liaise effectively with EAL and Learning Support/ SEN teachers and work together to support children's learning
- Provide guidance and advice to students on educational and social matters
- Provide support for the social and pastoral needs of the students
- Maintain good record keeping of pastoral issues in the class
- Provide appropriate feedback and mark all work according to the Marking Policy
- Assess students' learning and progress on an ongoing basis following school protocols
- Use assessment to inform planning
- Keep assessment files up to date, ensuring examples of students' work are filed.
- Write reports on student attainment, effort and progress at times identified in the Reporting Policy
- Discuss students' progress and concerns with parents and administrators
- Prepare for and attend parent /teacher consultations

- Ensure that student records of attainment, effort and progress are updated termly, to ensure efficient and effective tracking of students' development
- Establish and maintain good working habits and maintain effective classroom control, organisation and management in accordance with school policies
- Maintain and regularly update appropriate and vibrant displays both inside and outside the classroom in line with the Display Policy
- Set appropriate homework according to the School's homework policy

Communication

- Meet regularly with the other primary teachers to participate in discussions, feedback and planning sessions
- Communicate and cooperate effectively with the EAL mainstream teachers to ensure a smooth transition between the immersion programme and mainstream classes
- Communicate and work cooperatively with Learning Support/ SEN teachers
- Liaise with the Early Years Foundation Stage or Secondary School teachers as appropriate regarding transferring students
- Facilitate and promote positive relationships between home and school
- Communicate regularly, clearly and positively with parents about their child's progress and learning on a regular basis in writing, in person and via electronic communication.
- Report to parents at parent consultation meetings and through the end of year reports
- Be available to parents at other mutually agreed times as needed

Professional Development

- Participate in the school, department and individual review process (School Self-Evaluation)
- Actively seek opportunities for CPD/ professional learning in order to keep up to date with current best practice in UK and world-wide
- Attend such meetings, workshops and courses provided in school which support the School Improvement Plan
- Participate in whole school vertical meetings with secondary staff
- Provide appropriate CPD/ professional learning for colleagues as needed

General

- Participate in the organisation and running of extra curricula activities, and attend and participate in the organisation of school events, productions and sporting events when required
- Take responsibility for Health and Safety matters for the area within you teach and report any matters that are a hazard; thus ensuring that adequate safety precautions are taken with the students
- Follow the Child Protection and Safeguarding policy at all times
- Ensure that all behaviour issues are dealt with in accordance with the BCIS Behaviour Policy
- Supervise areas of the school as outlined in the Supervision Duty Rota
- Be a role model for students and ensure adherence to the Staff Code of Conduct
- Carry out other related duties as required by the Academic Leadership Team (ALT).

This job description forms part of your Employment Agreement. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

I, hereby, accept the conditions of employment as outlined in job description.

Employee's Signature

Date

Head of School's Signature

Date