

JOB DESCRIPTION

Purpose of role

To enthuse students about the subject that you teach and contribute towards their enjoyment of, and success in learning

Responsible to

The Head of Secondary for all aspects of the role

Responsible for

The designated students in assigned Mathematics classes

Responsibilities

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

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

To apply all school policies as related to staff and students

Key tasks

Learning and teaching

- Liaise with the Head of Department and other teaching colleagues to plan, prepare, teach and evaluate schemes of work as prescribed by the National Curriculum of England and Wales (in an international setting) and exam board specifications for internal assessments and external examinations.
- Ensure that all planning and preparation caters for the individual needs of all students
- Use a variety of teaching and learning strategies aligned with the BCIS Learning Principles in order to match curricular objectives and meet the needs of all students through differentiation and group focus
- Establish a learning environment that supports the BCIS Learning Principles in practice
- Ensure regular feedback is given and work is marked and assessed according to School and Subject Policies, including assessment for learning (AfL) practices
- Analyse assessment results and use these to inform planning for individual learners and classes as a whole
- Set homework regularly according to the school's Homework Policy in order to consolidate and extend students' learning and encourage students' to take responsibility for their own learning
- Be responsible for the assessment, recording and reporting for the students, following school and subject policies
- Plan trips and events that are related to subject matter to enhance the students' learning
- Ensure that appropriate cover work is available when absent from school
- Cover for absent colleagues as is reasonable, fair and equitable

Communication

- Meet regularly with the Secondary Mathematics department members to participate in discussions, feedback and planning sessions
- Communicate and cooperate effectively with the EAL teachers to ensure a smooth transition between the immersion programme and mainstream Mathematics classes

- Communicate and work cooperatively with learning support/ SEN teachers
- Liaise with the Primary School teachers as appropriate regarding transferring students
- Facilitate and promote positive relationships between home and school
- 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 primary 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 this job description.

Employee's Signature

Date

Head of School's Signature

Date