



**ISA Wuhan**  
**International School**  
**武汉爱莎国际学校**

**Job Description for**  
**Primary Classroom Teacher**

**Responsible to:** *Grade Co-ordinator.*

**Job purpose:** *In addition to the duties of a class teacher, the Classroom Teacher has a central role in integrating each student in the tutor group into the ethos of the School. He/she has a key role in the development of the students in his/her care and should get to know each individual well. The Classroom Teacher is responsible for the academic and social progress and for the welfare and individual guidance of each student. Being a co-teacher with a local educator requires effective and continual collaboration with one's homeroom partner in all relevant aspects of this Job Description.*

The Post-holder is:

**1. VISION AND STRATEGY**

- To support the Primary Leadership Team (PLT) in providing a clear educational vision, ethos and direction for the Primary School, which promotes excellent teaching and learning, including the spiritual, moral, social and cultural development of pupils.

**2. PERSONNEL**

- To follow the school policy of attendance at the campus during scheduled working hours as laid down in the Staff Handbook In addition to school days, all staff are expected to attend the In-Service Training (InSeT) days set annually as and when these are organised.
- To dress professionally and appropriately according to school policy.
- To attend the requisite staff meetings punctually and play an active part in them.
- To attend school meetings, as requested by the Principal or other appropriate leader.
- To attend all relevant Parents' Consultation meetings.
- To promote your curriculum and its activities / achievements, when required, through school publications e.g. newsletter, Year Book, website etc...
- To support the extra-curricular life of the school where possible e.g. sport teams outside normal school hours.
- To work effectively as an equal partner with one's co-teacher where this is relevant.

Employee's initials: \_\_\_\_\_

### **3. CURRICULUM**

- To adhere to a high standard of learning and teaching of the specific subject/s the teacher has been tasked to teach.
- To follow the expectations of the Curriculum in terms of objectives, skills and content as well as liaising effectively with co-teachers where relevant or colleagues.
- To complete detailed and relevant Schemes of Learning in line with school policy and upload them onto a public shared area and other locations where appropriate in a timely manner.
- To ensure continuity with the Primary / Secondary curriculum where appropriate.
- To encourage cross-curricular approaches with other subjects, where appropriate.
- To maximise opportunities to develop and enhance the curriculum by encouraging opportunities inside and outside the school by having e.g. visiting speakers, undertaking field trips etc...
- To ensure the appropriate provision of text-books and teaching resources.
- To establish and monitor clear homework expectations.
- To display students' work in the classroom and in the school generally, as required.
- To provide appropriate information to parents about the curriculum.
- Where appropriate, to include activities to do with your subject(s) in the Co-Curricular Activity programme.
- To undertake any other activity, which promotes the teaching of your curriculum in the school.
- To liaise and share ideas to enhance education with teachers of your grade in your department / team and other schools.

### **4. ASSESSMENT**

- To be aware of the Assessment policy in your subject and to assess your pupils accordingly and appropriately.
- To mark pupils' work regularly according to the School Assessment Policy.
- To follow the marking criteria as per school policy.
- To keep a detailed mark-book tracking students' progress easily accessible to the Primary Leadership Team (PLT).
- To ensure that internal examinations are set, conducted and marked in line with school expectations/policy.

### **5. PASTORAL**

- To maintain the standards of students' behaviour and dress.
- To undertake school supervision duties.
- To cover classes, as requested by the school.
- To develop a knowledge of the pupils and to foster a highly positive working relationship with them.
- To help students assume responsibility for their own behaviour.
- To show an interest in what the students do and achieve.
- To be approachable for students to talk to.
- To address any academic, social and behavioural problems appropriately.
- To monitor academic and pastoral progress.
- To help integrate new students into the group.
- To liaise with parents and other teachers where necessary.
- To support school policies e.g. conduct, uniform, routines etc...
- To follow the Virtues / PSHCE programme where applicable.
- To encourage and support pupils in their participation of the Co-Curricular Activity Programme as well as after school activities.

Employee's initials: \_\_\_\_\_

- To arrive punctually to registration.
- To mark the attendance register accurately.
- To check and sign the Student Planners.
- To hand out notices and, when appropriate, collect and distribute appropriately, the returns.
- To write a comprehensible school report before each published deadline as per school policy for each student articulating their achievements and development areas in the subject(s) you teach them ensuring the highest standards in professionalism are applied consistently for all reports of your charges.
- To proofread the writing/production of individual student reports in your homeroom.
- To monitor the number of green cards awarded and yellow slips given to students in the tutor group, ensuring the PLT has access to this crucial record.
- To attend assemblies House activities and other school events as required.
- To mentor and coach students to achieve the best that they can and lead fulfilling lives.
- To complete all other relevant administrative tasks efficiently and promptly.

## 6. RESOURCES

- To suggest orders of the necessary resources for your teaching to the appropriate Budget Holder.

## 7. PROFESSIONAL DEVELOPMENT

- To participate positively in your own appraisal.
- To participate in school and organisation-wide In-Service Training (InSeT) and other professional development events.
- To provide InSeT in your subject area, if requested.
- To be pro-active in furthering your own development/career opportunities.

## 8. ADDITIONAL RESPONSIBILITIES

- To maintain the school's status as a Healthy School.
- To conduct oneself in a professional manner at all times including meeting deadlines punctually, behaving in a polite and understanding way towards colleagues during meetings and all other times.
- To carry out any other reasonable duties as directed by the Principal in conjunction with the senior leadership of the school.

The Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended and duties varied to meet the changing needs of the school at any time after consultation with you.

Receipt of the above agreed Job Description is acknowledged.

FULL NAME (CAPITALS): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ENSURE YOU HAVE INITIALLED EACH PAGE.**

Employee's initials: \_\_\_\_\_