

# TEACHER'S JOB DESCRIPTION

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## DUTIES OF EMPLOYEE

### **The teacher will be required to:**

#### ***School Curriculum:***

- adapt his/her approach to the age and the stage of development of the children in his/her care in order to cater for their specific needs
- prepare lessons and educational materials according to the requirement of the Early Years Foundation Stage
- respect the aims and objectives of the Curriculum
- endeavour to keep pupils' achievement in line with the requirements of the Curriculum
- assess pupils at the beginning of the year and evaluate their progress regularly, so as to help them reach their full potential
- use individual Learning Plans to monitor children closely
- prepare lessons in accordance with the school timetable focusing both on written and spoken English. The teacher should in particular give regular oral and written homework which will be evaluated in class (oral homework) and corrected by the teacher (written homework)

#### ***Children's Care:***

- ensure safety of children both inside and during outings outside school
- be responsible for the physical and emotional well-being of children
- be responsible for the children's appropriate behaviour at all times
- speak English to children in his/her care
- be responsible for the physical and emotional well-being of children

#### ***When working with a Teaching Assistant:***

- lead and supervise the Teacher Assistant in her/his duties
- keep an inventory of all teaching materials
- keep the environment, materials and equipment safe, and tidy and ensure they are stimulating for the children
- ensure that all materials needed for the day are listed in the "cahier de classe"

***Working with Parents:***

- be aware of confidentiality and the necessity of being discrete in all communications with parents.
- deal with parent's requests and enquiries and keep them updated on their children's progress
- organise parents' meetings outside school hours during the school year
- meet with parents individually as and when circumstances require
- ensure that parents are aware of the need to provide and replenish all necessary supplies requested by the school

***Working with the School Administration Department:***

- read and understand all policies and procedures of the school
- keep the Administration Department informed of all damaged materials and/or equipment and of anything which might be or become potentially detrimental to children's safety
- inform the Administration Department immediately if a problem or concern arises regarding working conditions or relationships with colleagues
- attend weekly staff meetings
- attend inset days
- participate in continuous professional development sessions
- respect timetables established by the school

*These duties may be modified by the school in order to bring them in accordance with developments in teaching requirements.*

# TEACHER SPECIFICATION

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## **The Teacher will be required to:**

- have a QTS
- have good communication skills
- demonstrate sound educational skills and authority
- show an ability to lead and inspire children
- demonstrate team spirit in working with his/her colleagues
- adapt his/her teaching knowledge to the requirement of his/her duties
- observe appropriate dress code
- be punctual
- be accountable to the Headmistress and the Management of the school