



Position description - Secondary school teacher

Secondary school teachers are supervised by the head of the secondary school. They are ultimately responsible to the principal

As well as the requirements outlined in his/her individual appointment terms and conditions of service, each secondary school teacher has the following specific responsibilities. In addition, he/she is expected to undertake any other reasonable task assigned by the head of the secondary school or the principal.

Organizational

- Each secondary school teacher is accountable for:
 - maintaining a personal and professional commitment to the school's core values, as expressed in its statement of philosophy
 - maintaining professional ethical standards in all areas, particularly confidentiality
 - assisting in parents' programmes of all kinds
 - assisting the head of the secondary school in determining budgetary priorities
 - assisting the head of the secondary school, the MYP coordinator and the DP coordinator in effectively communicating to parents information relating to curricular matters in the secondary school
 - ensuring consistent implementation of school policies and procedures relating to the curriculum
 - meeting at various times outside regular school hours in order to develop and improve the school's curriculum
 - supporting the school's implementation of appropriate practice in the secondary years of education

Planning

- Each secondary school teacher is accountable for:
 - planning collaboratively for student learning
 - planning which is based on agreed student learning outcomes, in the context of the school-wide programme
 - involving students in planning for their own learning and assessment
 - planning work which builds on students' prior knowledge and experience
 - planning significant units of inquiry, to be explored in depth
 - addressing assessment issues through the planning process
 - planning work which emphasizes connections between and among curriculum areas
 - planning work which accommodates a range of ability levels

Teaching

- Each secondary school teacher is accountable for:
 - using a range and balance of teaching strategies
 - grouping strategies using a variety of different learning situations
 - viewing students as thinkers with their own emerging theories
 - building on what students bring to the learning experience in the way of prior understanding, knowledge and skills
 - using a variety of resources representing multiple perspectives
 - empowering students to feel responsible and to take action
 - involving students actively in their own learning
 - pursuing open-ended inquiry and real life investigations
 - maintaining constant awareness of the needs of any children to whom English is a second or even a third or fourth language
 - addressing the individual needs of students with different levels and types of abilities
 - ensuring that children with learning differences are provided with appropriate programmes

Assessing

- Each secondary school teacher is accountable for:
 - viewing planning, teaching and assessing as interconnected processes
 - using a range and balance of assessment strategies
 - using a range and balance of recording and reporting strategies,
 - maintaining students' individual records of achievement
 - involving students, parents and colleagues in the assessment process
 - involving students in shared reflection during and at the end of each unit of inquiry
 - evaluating the programme collaboratively, using approved, flexible systems
 - enabling students to see assessment as a means of describing their learning
 - assessing the levels of students' current experience and understanding before embarking on new learning

Professional appraisal and development

- Each secondary school teacher is accountable for:
 - active participation in constructive professional appraisal based directly on the points in this job description, thus continually working to improve learning for students
 - reading good professional literature on a regular basis
 - utilizing any professional development allowances granted, in order to grow and develop professionally
 - actively seeking professional development in any of the above points which are considered by either the teacher or the administration as being factors in need of strengthening

(Secondary school teacher)

(Principal)

Date: