

Job Description

Created:	Esther Matt	Date:	20.12.2020
Checked / approved:	Liz Free (revised 14.12.2021)	Date:	14.12.2021

Job Title	Teacher (100% FTE)
Purpose: To plan, organise and deliver a range of internationally minded learning opportunities for our diverse community of students, ensuring optimum outcomes for all learners, alongside being an active participant and contributor to the wider ISR community.	
Place of work:	Buchs SG
Line Manager:	Head of School (Primary/Senior School)
Direct Reports:	N/A
General Task, responsibility, competence of Faculty:	<ul style="list-style-type: none"> • Represent and support the ISR philosophy and goals through their practice, actions and attitudes. • Adhere to all ISR policies • Plan, organise and deliver a range of learning opportunities that enhance student learning for all learners • Deliver high-quality IB teaching built on current IB-recognised best-practice • Assess and record students' learning progress using summative and formative assessment practices, in line with ISR policy • Maintain an organised and inspiring learning-focussed classroom • Actively participate in the IB evaluation and CIS accreditation process. • Regularly meet/communicate with parents to discuss student performance • Engage in professional learning for school improvement, setting annual goals for personal improvement • Participate in curriculum planning, development and implementation • Participate in faculty, information evenings, team and/or other meetings and school and/or house meetings. • Attend, participate and supervise students at school events, including those that take place outside of normal school hours • Participate in recess, lunch and after school services. • Cover/substitution of lessons as required (as detailed within ISR handbook) • Develop and maintain positive professional relationships with students, staff, parents, administration, and the Board of Directors • Attend and organise student activities and/or field trips beyond the school day. • Organise and offer at least 2 terms of extra-curricular activities throughout the year. • Assist in the monitoring and administration of examinations
Task, responsibility, competence of Teachers:	<ul style="list-style-type: none"> • Teach the classes and/or responsibilities assigned to them in accordance to the terms of the contract. • Arrive on time for lessons and end lessons on time. • Follow the guidelines provided by each of the IB Programmes. • Regularly evaluate, record and report on student progress – according to the requirements of the individual IB Programmes. • Return student work within a reasonable period and not more than 3 weeks. • Be involved in long- and short-term planning with the appropriate teams of teachers. • Maintain and update documentation of teaching and assessment for the IB Programmes. • Submit work or materials to the respective IB Coordinators as requested.

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	<ul style="list-style-type: none"> • Encourage students to develop effective work habits and a general respect of property, the environment and others. • Foster and maintain an atmosphere of mutual teacher/teacher, teacher/student and student/student respect. • Establish clear parameters for student conduct and expectations. • Assist students in developing self-discipline. • Be positive, consistent and fair in dealing with students. • Create an appropriate learning environment and select appropriate activities and instructional methods to maintain student interest and which supports the IB Programmes being taught. • Maintain a professional relationship with students, parents and colleagues. • Recognize the special and individual needs of students • Differentiate in the teaching of students where appropriate. • Provide extra help sessions to students as agreed with the Director • Provide appropriate material for the weekly newsletter in a timely manner. • Deliver the IB Programmes at ISR according to the teacher handbooks of the appropriate IB Programmes and official IB documents and regulations.
Requirements profile:	<ul style="list-style-type: none"> • Qualified teacher with recognised qualified teacher status/licensure • Proven and significant experience as an impactful teacher • Internationally minded and inclusive • Fluent in English (written and verbal) • High emotional resilience and intelligence • Excellent interpersonal and communication skills • Well-organised and committed to the school • Creative and energetic • Strong moral values
General instructions, directives and regulations:	<ul style="list-style-type: none"> • To be aware of, and compliant with, all ISR policies • To be aware of, and embed, the ISR Guiding Statements within the role and all activity • To read and adhere to the ISR Staff Handbook & Declaration
Special conditions:	ISR is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
<p>The present job and task description is subject to the changing needs of the school and is influenced by organisational developments. It may change accordingly. In addition, the school may also issue additional or different responsibilities and/or activities that are in essence part of the role. The job description is periodically reviewed and adjusted.</p>	