

Teacher (Secondary)

(Roles and Responsibilities)

Job title: Teacher (Secondary)

School: Renaissance International School Saigon

Responsible to: Head of School

Line Manager: Head of Department

Job Purpose:

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

All members of staff are expected to support the Mission and Vision of Renaissance International school Saigon

Vision:

Inspire. Achieve.

Mission

To inspire excellence in education as an International British school in order to achieve lifelong success, happiness and respect for all.

An academic member of staff supports the above statement by taking his/her full share of responsibility for the educational development and pastoral care of the school's pupils.

This will be achieved through:

1. A commitment to Internationalism and Interculturalism - evident in our learning, teaching and reflected in the life of our school.
2. The British character of the school embodied in its ethos, curriculum, teaching, and care for pupils and their achievements.
3. Our curriculum, which is broad, balanced and based on the National Curriculum for England. It is complemented by the EYFS, IPC, IGCSE and IBDP to meet the individual needs of our pupils.
4. Attaining external examination results which demonstrate excellence relative to each pupil's capability and are higher than world averages.
5. Effective communication and collaboration between pupils, parents, staff and the Board of Directors.
6. Adhering to the Round Square IDEALS of international understanding, democracy, environmental stewardship, adventure, leadership and service.
7. Pupils and staff actively involved in the school, local, national and international communities.
8. Respecting the principles enshrined in the United Nations' Convention on the Rights of the Child.
9. Providing a safe and secure environment which creates an inspirational space for pupils and staff.
10. Having proactive, successful and supportive Renaissance alumni.

An academic member of staff supports the above statement by taking his/her full share of responsibility for the educational development and pastoral care of pupils at Renaissance

Key Responsibilities:

1. A member of the teaching staff team has the following academic responsibilities:
 - a) To provide an organised, disciplined and stimulating environment in the classroom.
 - b) To promote practical first hand experiences and other educationally appropriate activities for individual and group learning.
 - c) To provide consistent learning opportunities for all pupils.
 - d) To plan, teach and assess using best practice, including the learning styles, abilities and interests of the pupils.
 - e) Under the direction of his/her line manager(s), assist the forward planning of all class work in support of the agreed curriculum in the format requested.
 - f) To make written and/or oral assessments and evaluations of individual pupils and of the class as a whole – presenting these to the Head of School and/or line manager and parents as appropriate - meeting specified deadlines when required.
 - g) To keep detailed and updated lesson plans (using the school's proforma) and records of group and individual work with the pupils.
 - h) To provide regular assessment feedback to pupils in line with school policy and use this to inform future learning.
 - i) To offer support and input to the development of a broad, balanced, relevant and differentiated curriculum.
 - j) Under the direction of the Head of Department to take responsibilities for designated areas and aspects of the department of which he/she is a member.
 - k) For matters relating to IGCSE/IBDP take responsibility for designated areas and tasks as directed by the appropriate Coordinator.
 - l) To take responsibility for the care, upkeep and development of school materials and resources.
 - m) To support and apply all school policies.
 - n) To assist and support the process of examination and class work moderation both internally and externally.
 - o) To take part in the school performance and management programme as required by the school.
 - p) To promote the school positively at all times (including meetings with professional bodies, individuals and on social network sites).
 - q) To work with fellow colleagues in a spirit of mutual cooperation to maintain and enhance a pleasant professional working environment.
 - r) To substitute for absent colleagues when necessary.
 - s) To undertake any other reasonable task or duty as instructed by the Head of Department or any other line manager.
 - t) To attend punctually on all occasions agreed in the contract and as reasonably requested by the Head of Department or line-manager.

2. A member of the teaching staff has the following pastoral responsibilities:
 - a) To carry out fully and efficiently pastoral and administrative duties as assigned by the Head of Department, Assistant Head, Deputy or Head of School, including being a form tutor if necessary.
 - b) To participate in after/out of school events such as: staff team briefing, staff team meetings, parents' evenings, residential/educational visits, as may be reasonably requested by the Head of Department, Assistant Head or other line manager.
 - c) To be responsible for a reasonable number of playground, lunch and other duties as may be required.
 - d) To offer full support, take an active part and input into the development of a broad, balanced, relevant and differentiated activities programme.
 - e) To support and implement the positive behaviour policy.
 - f) To undertake any other reasonable task as instructed by the Head of School or any other line manager.