



Secondary Teacher Job Description - 2023/24

Our Mission:

ATHERTON INTERNATIONAL SCHOOL
에서튼국제외국인학교

At AIS, Our mission is to...
Care for ourselves, each other and the world around us.
Be confident, reflective, global citizens.
Think **CLARUSLY**, **CREATIVELY** and **EARNESTLY**.
Challenge ourselves to be our **BEST**.
Enjoy life long learning.

In order to achieve our mission we:

- focus on learning.
- are safe and healthy.
- are internationally minded.
- develop the AIS personal goals.

TO BECOME...
A PASSIONATE LEARNING COMMUNITY

Secondary teachers at Atherton International School (AIS) have a range of specific duties and responsibilities - academic, administrative and professional. Many of these are located in other policy documents (e.g. Health and Safety Policy).

AIS achieved re-accreditation in the IMYC in November 2020 and CIS membership in May 2021.

AIS is a British Curriculum School where the English National Curriculum adapted for an international context and the IMYC form the pedagogical and philosophical foundation of teaching and learning in our Middle Years and all teachers are expected to embrace and enhance our provision of this curriculum alongside our mission and vision.

The Higher Years follow the Cambridge IGCSE and A Level programmes. A teacher's focus is learning. AIS's Definition of Learning has been created through a process which engaged children, parents and teachers in an exploration of what learning means.

AIS Definition of Learning

Learning is a lifelong adventure by which our brains make connections between the knowledge we gain, the skills we develop and the understanding that deepens over time.

AIS
에서튼국제외국인학교

Safeguarding and Pupil Wellbeing

- **Safeguarding is the highest priority at AIS and every member of staff has a responsibility in this area. Safeguarding our students is everyone's job!**
- Be proactive in maintaining high standards of student safeguarding and wellbeing.
- Demonstrate an active awareness of health and safety procedures, reporting any concerns.
- Provide opportunities for pupils to discuss personal and social issues e.g. organisation of class meetings / circle time.
- The well-being of each child is monitored and any significant information recorded
- To abide by the staff code of conduct

Commitment to Students and their Learning (General)

- A positive behaviour approach is used at all times following the AIS Behaviour Policy 2023 and; mutual respect is continually fostered.
- Planning is completed according to school guidelines.
- Teaching shows good understanding and use of the IMYC/IGCSE and A Level curriculum and lessons are engaging, challenging and in line with the school mission and vision.
- Be familiar and work within all AIS policies such as behaviour, home learning and the teaching & learning policies as well as the staff handbook which outlines high expectations of professionalism
- There is appropriate preparation and use of resources.
- Lessons are suitably differentiated for levels of English, ability and learning styles.
- Learners are made aware of learning goals and expected outcomes and have opportunity to reflect on and evaluate their learning.
- International Mindedness is integral to all units of work (IMYC only)
- The classroom is organised, stimulating and attractive.
- Displays follow the guidance in the learning environment policy
- Organise, reconnaissance and attend trips, including residential in accordance with the educational visits policy
- Learners' progress is continuously assessed using a variety of methods.
- Records of progress are maintained which can communicate success and development to pupils, parents and colleagues.
- School requirements for record keeping and assessment are completed punctually.
- Learners' success and next steps are communicated to them effectively.

Commitment to reflection and improvement of Personal Practice

- Committed participation in the school's appraisal system.
- Committed participation in the school's peer observation programme.
- Committed to maintaining an awareness of current educational developments.
- Committed participation in in-service activities, external courses and conferences.
- Committed to sharing good practice and supporting colleagues

Active involvement in the school and its ongoing improvement

- Support and promote the school's mission statement.
- Support and fulfill the requirements of all school policies and procedures.
- Maintain co-operative and professional relationships with the school community.
- Take an active role in school improvement initiatives and accreditations
- Share expertise with colleagues.
- Attend and contribute to all required meetings.
- Perform break-time supervision as directed.
- Contribute to the school's co-curricular programme.
- Encourage parental interest and involvement in the school and support PTA events.
- Be alert to school communication and shared whole-school events and responsibilities
- Inform and engage parents regularly via Bloomz on learning coming up, in action and home learning tasks
- Write 2 reports a year; arrange parent-teacher conferences and learner-led conferences and any other conferences required

Teacher Name:

Teacher Signature:

Date:

Principal Signature:

Date: