



Role Profile			
<b>Role</b>	Teacher		
<b>Direct Reports</b>	TBC	<b>Reporting To</b>	Subject Coordinator (if appropriate) and Head of School
<b>Role Purpose</b>			
<p>To carry out classroom teaching and associated activities to a high international standard and in line with the school's mission statement, ensuring that expected curriculum requirements for student learning are met and that student learning is effective.</p> <p>To follow school and departmental policies for teaching and learning, homework, assessment, recording and reporting, and for managing behaviour, health and safety.</p> <p>Teachers have a typical load of up to 80% teaching time. This load is reduced for additional responsibilities, each of which has a specific time allowance.</p> <p>Teachers must be role models in setting high standards for students, promoting and modeling the school's <b>Vision, Mission</b> and <b>Values</b> by implementing school policies, rules, rewards and sanctions.</p> <p>In all lessons except Slovene, French or German, the language of teaching is English. At all times, both in and outside the classroom, the language of communication between Teachers and students is English.</p>			
<b>Key Accountabilities</b>			
<p><b>1. Implement the delivery of the curriculum and participate in its review and development and the resourcing to support its delivery.</b></p> <ul style="list-style-type: none"><li>▪ Maintain up-to-date knowledge of the Cambridge/International/National Curriculum for England and examination syllabi, including through own research that is relevant for the curriculum of the classes you plan.</li><li>▪ Participate in a planned programme for evaluating the curriculum/schemes of work.</li><li>▪ Participate in planning, implementing and reviewing necessary changes in consultation with Subject Coordinator, Director of Learning and Head of School.</li><li>▪ Follow a planned programme for evaluating students' learning experiences.</li><li>▪ Review, with Subject Coordinator, Director of Learning or Head of School, resources relevant to the curriculum and recommend new resources.</li><li>▪ Make full use of resources and facilities available to the school as a whole.</li><li>▪ Participate in extra-curricular activities and field trips which will enhance teaching.</li></ul> <p><b>2. Maintain a high standard of teaching and demand a high standard of learning, so that students reach their potential.</b></p> <ul style="list-style-type: none"><li>▪ Maintain high quality teaching and learning in accordance with the Orbital Teaching and Learning standards.</li><li>▪ Establish and maintain a classroom environment with high expectations, and support students in achieving them, following the school policies on behavior and building relationships.</li><li>▪ Maintain a stimulating learning area that supports student learning and achievement.</li><li>▪ Ensure that students understand the criteria for achievement and procedures for identifying and rewarding achievement at all levels of ability.</li><li>▪ Maintain consistency and appropriate pace in the delivery of planned curriculum with other members of the department.</li><li>▪ Participate in the annual Performance Management process, and in whole-school, department or individual CPD/mentoring as appropriate</li><li>▪ Review the progress of groups and individual students and seek solutions to problems</li><li>▪ Liaise with Form Tutors, Head of Sixth Form, Director of Learning, SENCo and/or Head of School regarding students causing concern.</li><li>▪ Suggest to Subject Coordinator or Head of School student-grouping to promote learning.</li></ul>			



- Plan and work with Learning Support specialists to enhance teaching and learning in lessons, using their skills and experience to best effect in order for all students to make optimum progress.

**3. Safeguarding & Safer Recruitment**

- Complete safeguarding training in accordance with the expectations of the Orbital Safeguarding policies.
- Make appropriate referrals to the Safeguarding lead are completed and follow the guidance given by the school.

**4. Follow the policies and goals set by the department, the school, the National Curriculum, examination boards and Orbital Education, including teaching and learning, assessment (both formative and summative) and moderation, and communication.**

- Follow all procedures and duties as outlined in the Staff and Department Handbooks.
- Complete tasks to achieve the goals, priorities and deadlines outlined in the departmental action plan and School Development Plan.
- Make a personal contribution to developing the department in line with priorities.
- Keep the Subject Coordinator, Director of Learning or Head of School informed of progress and issues which are impeding progress.
- Follow departmental and school policies and procedures for assessment and recording, within National Curriculum and Examination Board guidelines:
  - participate in collecting and moderating formative and summative assessment evidence in line with internal and Examination Board regulations;
  - ensure that marking and record-keeping are accurate, up-to-date and, where appropriate, entered into iSAMS, accessible to interested parties;
  - ensure that student assessment data, including in-class information and from external assessments (e.g. PTE/PTM/CAT4) is used to inform teaching, diagnose difficulties and strengths, and to set appropriate targets;
  - ensure that students are fully prepared for internal and external examinations, and that coursework deadlines are met;
  - inform the Examinations Officer, Head of Sixth Form and Head of School of any suspected irregularities in the production of coursework, so that s/he can take action;
  - ensure that predicted grades are submitted on time.
- Follow presentation, displays, marking, homework and student support policies.
- Participate in support arrangements for students in difficulty and provide additional challenge for able students.
- Assist with the writing of examinations and mark schemes and the marking of examination papers, within deadlines set by the school.
- Participate when required in the invigilation of internal and external examinations.

**5. Follow subject, section and school administrative, record-keeping and communication processes, in order to provide accurate and useful information.**

- Be aware of required administration procedures and deadlines.
- Complete registers on time, accurately and daily if assigned classes that need to be registered.
- Ensure that subject planning and record-keeping meets the needs of the department and school and is up-to-date.
- Provide manageable yet worthwhile cover work in any case of absence according to the School guidelines.
- Maintain regular and effective two-way communication with colleagues, school leaders, parents and other individuals, through formal meetings and by being available for less formal discussions.
- Ensure that reports are produced, graded appropriately and completed on time.



**6. Ensure curriculum continuity and smooth transitions for students through an awareness of the curriculum across Key Stages 2 to 5.**

- Have an understanding of the KS2/3/4/5 curriculum to ensure curriculum continuity between Key Stages
- Use baseline testing to inform planning and teaching and to support progress-tracking
- Contribute towards student references as requested

**7. Contribute to the day-to-day organisation and activities of the school and to participate in school events as a member of the school community**

- Follow school policies and procedures, including attending staff briefings and student assemblies, carrying out allocated duties and maintaining order, and taking responsibility for personal health, safety and welfare and that of students and others who may be affected by relevant actions or inactions.
- Check notice boards, iSAMS and school e-mail daily for important information.
- Attend meetings and Parents' Days as required by the Principal or Head of School (these may include meetings outside the normal school day).
- Attend school events such as Graduation or Awards Ceremonies, and support/attend other school or student functions.
- Run or support extra-curricular activities.
- Supervise and teach other classes when cover for absent colleagues is required.
- Undertake any other duties as may reasonably be directed by the Principal.

**Person Specification**

- Hold a Bachelor's degree & PGCE (or equivalent)
- Have UK Qualified Teacher Status, recommended at least five years of teaching experience
- Have experience of working with people, managing projects, and meeting targets
- Hold relevant and up to date experience of developing and delivering a curriculum for students of all ages, particularly in the appropriate school
- Have ability as an outstanding classroom teacher across all key stages, a strong academic record and understanding of academic disciplines
- Demonstrate excellent behaviour management skills, and classroom discipline
- Be open to developing their skills, and seek advice from a variety of sources
- Be highly organised with excellent time management skills and the ability to work calmly under pressure
- Work equally well as part of a team and on own initiative with high levels of resilience and flexibility

This is in no way an exhaustive list and you will be required to undertake additional duties to ensure the smooth day-to-day running of the school. You are also required to undertake any other duty as reasonably assigned by the Principal and this role profile may be reviewed and amended to ensure it continues to meet the needs of the school.

Performance against the accountabilities detailed within this job description will be reviewed at least bi-annually as part of the Performance Management process.