



Verdala  
INTERNATIONAL SCHOOL

# Job Description

## *Secondary Teacher*

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our school.

### **Purpose of Role**

To create and deliver quality learning experiences to VIS children within the framework of VIS adopted programmes, curriculum, Student Profile and the school's Vision and Mission.

Reports to: MS/HS Principal

Member of: Department Team

### **Specific Duties and Responsibilities**

Teachers will:

- Comply with Board policies and administrative regulations.
- Demonstrate professional qualities as detailed on the VIS Teacher Code of Ethics
- Attend school from 8.30 to 3.30 daily.
- Demonstrate knowledge of curriculum, assessment and instructional best practice
- Exercise sound judgement when making decisions
- Be an effective user of technology and understand the use of technology in teaching and learning.
- Value collaboration and teamwork
- Act as a homeroom teacher to a group of students as required, supporting them through this pastoral role

### **Pedagogical Leadership**

- Demonstrate positive school-community relations and be a positive member of the school community.
- Embrace cultural diversity and international mindedness
- Contribute to, through support for and/or participation in, the total school programme including extra-curricular activities.
- Plan and prepare for classroom instruction
- Provide a positive classroom environment that promotes student learning.
- Use a variety of instructional strategies to meet varied student needs.
- Establish and maintain standards of student behaviour needed for an orderly, productive classroom and school which encourage productive citizenship and respect for others.
- Demonstrate positive interpersonal and organization skills

### **Communication**

- Work cooperatively with colleagues, support staff, and the administration.
- Attend and actively engage in all meeting called by Heads of Department, Principal, and/or Head of School.
- Actively engage in school identified professional development as required.
- Contribute as needed and appropriate to the advancement of the MSA Action Plan and Board of Directors Strategic Goals.



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## Administrative

- Actively engage in the school adopted teacher appraisal and professional improvement process.
- Develop and maintain the required curriculum documents including scope and sequence and course syllabi.
- Identify needed resources and materials for classroom instruction and advise the Head of Department or Principal of these needs.
- Monitor, assess and report student progress.
- Maintain accurate and complete records as required by policy and administrative regulation.
- Using school adopted procedures, inform parents regarding student progress, the instructional programme, and other school issues as scheduled and as necessary.
- Be mindful of applying all GDPR policies and practices
- Perform other duties as assigned by the Head of School or Principal

Reviewed Oct 2020