



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 students and school.

### **Purpose of Role**

To create and deliver quality learning experiences to VIS students within the framework of VIS adopted programmes, IB (MYP/DP/CP) & IGCSE curriculum, Our VIS Student Profile and the school's values and guiding statements.

Reports to: MS/HS Principal

Member of: Department Team

### **Specific Duties and Responsibilities**

Teachers will:

- Demonstrate professional qualities as detailed on the VIS Teacher Code of Ethics
- Demonstrate efficient 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
- Demonstrate high quality subject & curriculum knowledge in their area(s) of expertise
- Read, understand the Whole School and Secondary Staff Handbooks
- Comply with Board policies and administrative regulations.

### **Pedagogical Practice**

- Act as a positive member of the school community by embracing diversity, inclusivity and international mindedness
- 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 collaboratively 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 organizational skills



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### Collaboration

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

### Administrative

- Actively engage with the School's teacher appraisal and professional growth process.
- Develop and maintain the required curriculum documents.
- 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.
- Apply all GDPR policies and practices
- Perform other duties as assigned by the Head of School or Principal

### Students

- Be an advocate of the VIS Student and IB Learner Profile with all students
- Offer support and guidance as per our holistic approach
- Support students with their Approaches to Learning skills
- Contribute to the spirit and values of the School
- Assess students in accordance with the school's Assessment Policy
- Reflect with students on their progress, giving regular suitable & constructive feedback
- If required/part of schedule, act or fill in as a Homeroom Teacher in accordance with guidelines provided in Secondary Staff Handbook.
- Communicate effectively with the community and build relationships that support learning