



Verdala
INTERNATIONAL SCHOOL

Job Description

Teacher (Elementary)

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond 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 ensure learning for all VIS students in accordance with VIS' policies, procedures, programmes, curriculum, Student Profile and the school's Vision and Mission and Guiding Statements.

Reports to: ES Principal/ Assistant Principal

Member of: Milepost Team

Specific Duties and Responsibilities

Teachers will:

- Model, support and promote the mission, vision, values and guiding statements of the School
- 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 and adhere to the Elementary Staff Handbook and Whole Staff Handbook
- 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
- Contribute to, through support for and/or participation in, the total school programme including extra-curricular activities.
- Plan and prepare collaboratively for classroom instruction
- Create a positive classroom environment that promotes student learning.
- Use a variety of instructional strategies to meet varied student needs.
- 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 Milepost Leader, 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 Milepost Leader 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 Profile.
- Offer support and guidance as per our holistic approach
- Support students with their Personal Learning Goals
- 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
- Communicate effectively with the community and build relationships that support learning

Reviewed Nov 2021