

JOB DESCRIPTION

Position	Teacher (High School)	Department	Academic
Reporting	Academic Directors	Supervises	NA
Creation Date	Jan 2012	Date of Last Review	October 2021
		Review Date	July 2022

Summary

Day to day classroom management and professional practice in accordance with the Mission and policies of ISS International, Singapore.

Responsibilities

- Delivery of the curriculum in accordance with the guidelines stated in the ISS Curriculum Document.
- Participation in curriculum review and development, extra-curricular and activity week programs/Week Without Walls, ISS pastoral care program (homeroom duties, reporting procedures, student guidance, liaison with ISS Student Services), ongoing school development programs and school's accreditation program.
- Support of the ISS Strategic Plan.
- Provide support for the ISS Marketing department initiatives
- Provide support for the ISS Admissions department initiatives
- Implementation of the ISS Discipline Policy.
- Regular communication between parent/guardian and the school.
- Relief teaching, student supervision and as required by the Academic Directors.
- Attend and participate in all staff meetings, In-Service Day programs, relevant training programs and in school events (Parents Evenings, Concert, Graduation, etc).
- Ongoing professional training to remain up to date with educational developments.
- Awareness of evacuation and safety procedures and its communication to students as directed by the ISS Safety Officer.
- Any ad-hoc academic duties as requested by Academic Directors

Education/trade qualification/other requirements generally required for job

- You should possess a Degree or relevant professional qualification, teaching licence in educational administration.
- You should ideally possess a minimum 2 years of teaching experience in IB MYP & Diploma or in an international school environment.
- You should possess excellent organizational and interpersonal skills to liaise with parents, students and teachers
- You should possess excellent leadership skills and problem solving skills and be able to work at ease with people from different cultural backgrounds.
- You should ideally possess excellent IT skills
- You are a team player and are comfortable to work with all departments across the organization

Submitted By	Senior Manager, HR Jenn Yap	Date: October 2021
Reviewed By	Academic Director, Teaching & Learning Dharshini Jeremiah	Date: October 2021
Approved By	Deputy CEO, Chan Mun-E CEO, Chan Ching Oi	Date: October 2021