

## JOB DESCRIPTION

<b>Position</b>	Teacher - English Mother Tongue Language & Literature (IB MYP & IBDP)	<b>Department</b>	Academic
<b>Reporting</b>	Academic Directors	<b>Supervises</b>	NA
<b>Creation Date</b>	Jan 2012	<b>Date of Last Review</b>	November 2022
		<b>Review Date</b>	July 2023

### 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 related fields.
- 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