



British School
of Bucharest

42 Erou Iancu Nicolae Street,
077190 Voluntari,
Ilfov County, Romania

Job Description: Teacher of English

Specific Title: Teacher of English

Generic Title: Class Teacher

School: Secondary School

Reporting to: Headmaster, Head of Secondary (HoS) & Deputy Heads of Secondary (DHoS).

Summary of Role: To educate children by planning and implementing a differentiated education programme, reflecting individual needs of pupils to develop confident, motivated, self-disciplined learners.

The post holder will act professionally promoting the interests of the students and the school, while carrying out the responsibilities and tasks below:

1.0 Purpose of the Job:

- i. To teach pupils within the school following the England and Wales National Curriculum guidelines and to carry out other associated duties as are reasonably assigned by the Headmaster and HoS.

2.0 Applicable Contract Terms and Duties:

- i. The post is subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

3.0 Relationships:

- i. The post holder is responsible to the Headmaster and Head of Secondary in all matters.
- ii. The post holder will interact on a professional level with colleagues and will seek to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.
- iii. The teacher is expected to build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

4.0 Responsibilities:

The teacher is expected to:

- i. Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in their class(es).
- ii. Select appropriate learning resources and develop study skills through the use of a varied selection of resources (including ICT, the Resource Centre and local context opportunities).
- iii. Teach their class(es), sets, groups or individual pupils, and to assign tasks to be undertaken both in school and out of school to develop independent learning.
- iv. Mark and assess pupils' work and record their development, progress and attainment, both in school and out of school; keep detailed records to monitor this progress; check for understanding and completion in order to address strengths and weaknesses; and work with the DHOS (Curriculum) in tracking individual and group progress.
- v. Set and mark homework regularly according to the school homework and Assessment and Feedback policy and offer informative feedback that will extend pupil learning.
- vi. Maintain high levels of discipline and respect between pupils and staff; promote an understanding of the school's rules and values; safeguard health and safety; and develop relationships with and between pupils conducive to optimum learning.
- vii. Maintain an attractive and stimulating classroom environment and contribute to displays around the whole school.
- viii. Continually evaluate and review their own teaching methods and practices, materials and schemes of work, and initiate changes as appropriate.
- ix. Provide and contribute to informative verbal and written assessments, reports and references relating to the development of learning of individual pupils and groups of pupils.
- x. Ensure that the subject matter and learning resources reflect the school's policies on race and gender equality and that these policies are reflected in all assigned tasks and duties.
- xi. Manage and supervise any allocated teaching assistant to fulfil their day to day duties within the school.
- xii. Promote the Behaviour Policy operated within the secondary school; reward pupils for excellence, improvement, contribution and determination; use the sanctions procedures in accordance with the rules and disciplinary systems.
- xiii. Update school policies as and when appropriate.
- xiv. Maintain planners in accordance with Secondary requirements and keep departmental records on the school's server as requested.
- xv. Read and act upon the Secondary school policies and procedures as laid down in the handbook and on the school server.

5.0 School Policies and Professional Development:

The teacher is expected to:

- i. Effectively contribute to whole-school reviews of policies, aims and the revision or formulation of school guidelines.
- ii. To function at all times according to the stated policies and practices of the school.
- iii. Keep up-to-date with current educational thinking and practice, both through individual study and attending courses, workshops and meetings, and welcoming regular performance appraisals and reviews of their work with the Head of Secondary.
- iv. To complete all required administrative tasks professionally, accurately and promptly.
- v. To actively participate in all aspects of Performance Management, and complete documents and evidence effectively and promptly.
- vi. To comply with the Code of Ethics as well as to all policies and procedures of the school

6.0 General School Environment:

The teacher is expected to:

- i. Fully participate in building a whole school ethos through activities such as assemblies, supervising pupils during before and after school sessions, planning and running extra-curricular activities and being involved in whole school committees.
- ii. Set a good example at all time adopting a professional appearance and being culturally sensitive and professional both in the school and the community.
- iii. Take on additional responsibilities as and when determined and agreed with the senior management.
- iv. To act as a consistent role model to all students providing them with advice, knowledge and mentorship that extends beyond the delivery of the curriculum.

7.0 Additional:

- i. Initiate and assist in the establishment of cross-curricular links and projects with other departments within school.
- ii. Teach English across whole school as required (transition lessons and/or whole school projects).
- iii. Organise, initiate and assist the department with special events or focus days/weeks such as DEAR, Book Week, COBIS subject related student competitions and the development of the Library.
- iv. Invite external speakers into the school to work with students.
- v. Arrange appropriate curriculum related visits to complement the syllabus.
- vi. Work closely with English teachers to develop a comprehensive system of monitoring and tracking assessment data that fits with the whole school Assessment and Feedback policy.

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

8.0 Declaration:

I have read the above job description and accept the responsibilities and tasks as outlined.

Name:

Signature:

Date: