



JOB DESCRIPTION

Job Title: Area of Learning (Subject and Class) Facilitator

Responsible to: Head of Department, Year Level Coordinator and Curriculum Coordinator/s

Teachers in the department/team are expected to exemplify excellent professional practice which leads to high standards of teaching and learning within the curriculum. Teachers are also expected to support the pastoral and co-curricular work of the school and be reliable in exercising their daily responsibilities. Working as part of a team under the guidance and direction of the Head of Department/Year level Coordinator, the subject/class teacher is expected to fulfil the following roles:

- Provide learning opportunities for every student commensurate to her/his needs, abilities and stage of development, by teaching a programme that gives each student the opportunity to experience success, and which challenges all students to achieve their full potential.
- Establish effective and positive relationships with students based on mutual respect, recognition of the individuality of each student and affirming their cultural identity.
- Provide a safe, effective, challenging learning environment and an attractive and welcoming classroom/learning space.
- Teaching students, as timetabled, including the setting and marking of work.
- Assessing, recording and reporting on the development, progress and attainment of students in accordance with PYP, MYP and DP guidelines and the assessment policy of Renaissance College.
- Co-operating with other staff (whole school) on the preparation and development of courses, teaching materials, teaching programmes, methods of teaching and assessment.
- Maintaining good order and discipline among the students and safeguarding their health and safety.
- Keeping up to date on teaching and international educational developments and sharing enthusiasm and resources with other teachers.
- Regularly referring to the Online Curriculum Centre of the IB and the ESF CLC sites and interactive meetings.
- Attend professional development programmes, participating in “on campus” courses and attending professional meetings which relate to curricular, administrative or organisational matters as required; scheduled by the Head of Department, Curriculum Coordinators and Senior Management Team.
- Participating in the school system of cover for absent teachers.
- Participating in arrangements for preparing students for internal and external examinations (where appropriate).
- Participating in administrative and organisational tasks related to such duties as are described above.
- Collaborative planning with other teachers within and outside of the Area of Learning Department.
- Performing the pastoral duties, House (Dynasty) system responsibilities, and sports assignments of a teacher.
- Taking responsibility for the safety of students through supervision duties.
- Performing other duties that may reasonably be assigned from time to time by the Principal.

The above list is neither exhaustive nor definitive and is subject to change with departmental/team needs and staff professional development.