



Victorious Kidss Educares

An IB World School
Job Description
Session- 2017-18



This job description includes the major work categories that service holder would be dealing with during the academic year 2017-18. The school mission & philosophy commits to certain goals and outcomes for the students that are well aligned with that of IB's principles and practices. At victorious Kidss Educares, all job holders must practice the 'school philosophy' and 'mission statement' that are structured by the school. All job holders are expected to embrace the values and beliefs expressed by IB and use them well for regular school practices with students. This document is developed by Victorious Kidss Educares (VKE) pedagogical leadership team, in any circumstances this job description should not be exposed for any other purposes inside the school or outside.

Job title	Subject Teacher
Reports to	<i>HOD/MYP Coordinator/s & Principal</i>
Name of the teacher	

Job purpose

The purpose of this position is to facilitate teaching and learning at VKE Middle Years programme and its daily operations. It's to provide regular teaching and learning to the assigned classes as per the school timetable and grade-wise requirements.

Duties and responsibilities

Subject Teacher (ST) - s/he is expected to work within the MYP as a subject teacher of his/her subject and performs effectively in terms of following possessions:

Essential duties and responsibilities

- Subject Teaching-** The ST is expected to teach his/her subject effectively as per the timetable on priority basis. No other responsibilities shall affect or clash with teaching as this remains the prior job/duty. The ST is solely responsible for teaching his/her respective subject/s in the assigned classes. S/he is very much expected to be able to identify learning styles of the students through appropriate and IB recommended ways of assessments. S/he should be able to introduce variety of teaching strategies for teaching and learning as per the IB methodology and grade appropriate (MYP 1 to 5). Subject teachers are expected to collaborate with the other subject teachers for interdisciplinary learning within and beyond the written curriculum time to time.
- MYP Documentations-** Preparation of his/her subject planners (IB) and other documents as well as maintaining the same time to time remains the primary requirement of the job/duty. The ST is advised to maintain professional ethics and standards of the programme and practice academic honesty devotedly. All MYP documentations should match the IB and school/programme standards. No copy/duplications/collusion/plagiarism/academic misconduct should be practiced or encouraged while producing/accepting any academic related documentation. School 'academic honesty policy' must be practiced within the school while producing/accepting any documentation.
- Overall expectations:-** As teachers, s/he is likely to practice all commonly recognized practices which are as follows:-

- 1.1. Organizes/manages classroom procedures, resources, materials and occasionally assigned non-instructional duties.
- 1.2. Creates/maintains professional communication between school and parents whenever required through the school communication forum (erp/archtheway/official emails/school landline/others).
- 1.3. Sets standardized expectations and monitors student's behavior as well as reports about the misbehaviors.
- 1.4. Promotes culture and environment of learning within & beyond classroom.
- 1.5. Maintains record of student's development individually and takes action over unexpected academic concerns.
- 1.6. Informs parents about all assigned homework, assessments, projects, events, competitions, tours etc. within their subject groups.
- 1.7. Exhibits and utilizes *culturally diverse teaching* materials for practicing international mindedness within and beyond classroom.
- 1.8. Takes extra care for student's **safety and security** within and beyond classroom.
- 1.9. Uses assessment data effectively to inform and guide learning.
- 1.10. Stimulates the class activity, exhibits & celebrates experiential learning and makes them visible for the school community through exhibitions/charts/posters/school websites/others in an agreement with HOD, MYP coordinator and principal.
- 1.11. Ensures that the HOD, MYP coordinator and school principal, are informed about the child's academic growth/health issues/resource issues/hygiene concerns/achievements/worries etc.
- 1.12. Maintains an official record of all student's academic growth /resource issues/achievements/worries etc.
- 1.13. Organizes themselves as a role model for students to emulate as per the school philosophy and IB norms.**

Working conditions

The ST is expected to extend their support for the above assigned responsibilities and dedicate their quality performance. The ST is expected to organize their timings efficiently, that no primary duties should clash or get hampered because of the subordinate duties or No subordinate duties should either affect the primary duties. The ST is likely to plan for all their lessons, class activities, competitions, presentations & collaborative meetings well in advance in order to seek smooth operation. All of the above should be planned well in advance with the agreement of HOD, MYP coordinator/ Principal. All the planning and preparation should be informed as well as approved by HOD, MYP coordinator/principal. No major decision should be taken without informing the HOD, programme coordinator or school Principal.

Physical requirements

Any responsibility that demands physical presence of the ST like classroom activities, meeting the concern teachers for academic concerns, meeting parents, outdoor visits, guest lectures, medical emergencies etc., must be taken in primary account in order to seek smooth conduct.

Direct reports

The **subject teacher** is likely to compile daily/weekly/monthly report of the academic developments, assigned duties and responsibilities in the Microsoft word format and send it to the HOD/MYP coordinator/principal every end of the day/week/month without failing. Any major difficulties which require immediate attention must be informed to the programme coordinator/principal.

Any suggestions that can improve the quality of the programme conduct or can benefit the students or school should be stated through an immediate mail or a written application to the HOD/programme coordinator/principal.

No unhealthy conversations should be encouraged amongst any staff members or teachers and if noticed, it should immediately be brought to the programme coordinator/principal. Any unofficial exchange like gossip, loose comments, and politics may affect the title of the job.

This job description will be reviewed annually and updated as often as necessary.

*Miss. Jaya Kalsy
MYP Coordinator
Victorious Kidss Educares*

*Principal
Mrs. Saarda Ghosh
Victorious Kidss Educares*

*Subject Teacher
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