

Job Description for All Primary Teachers

This job description should be read in conjunction with the teacher's contract. The teachers are the essence of the work of the school. Each teacher is responsible for the education of the students in his/her class(es). In addition, it is the role of each teacher to be sure that all students are safe, secure and properly supervised at all times.

Functions

- To support the ideals and policies of the school and to implement the school's philosophy and objectives.
- To assume responsibility for the education of the students in his/her class (es).
- To develop the content of courses in relation to the school's philosophy, objectives and appropriate IBO recognized programs.
- To assist in ensuring the safety of all children in the school and intervene if conflict should arise between any students.

Responsibilities

- To teach the classes assigned by the Primary or Secondary Principal.
- To undertake other duties assigned by the Primary or Secondary Principal.
- To be informed about the aims and curriculum of the area in which he/she teaches.
- In the light of these aims and curricula, to select the lesson content and activities which are appropriate to the needs of each student in his/her class(es), in relation to the school's philosophy and objectives. The expectations for the delivery of these are spelled out in the appraisal documents.
- To be aware that the appraisal documents encompass what is expected of teachers in relation to their teaching practices.
- To maintain records of work covered by his/her class(es).
- To correct regularly and promptly all assignments completed by students.
- To keep accurate, complete records of the progress of each student.
- To inform parents of students' progress by way of report cards and, where necessary, letters or individual meetings.
- To be available for all parent-teacher conferences.
- To attend all relevant meetings, including planning meetings.
- To submit to the Primary or Secondary Principal copies of all letters sent to parents.
- To keep him/herself informed, by way of personal files, of all factors relevant to each student.
- To be familiar with new developments and methods in the teaching of his/her field.
- To ensure appropriate behavior of students in class and around the school.
- To keep the administration and Grade Heads informed about student absence, lateness or discipline problems.
- To maintain inventories of all textbooks and materials issued to students and to ensure the return of these.
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To care for the classroom(s) in which he/she teaches. To ensure that the room(s) is/are attractively decorated and conducive to learning.

Contract terms and conditions:

The position is based at the International School of Paris in the 16th arrondissement of Paris.

The position is full-time for a fixed-term contract starting August 21st, 2019 until the end of June 2020.

It is essential for all applicants to hold a nationality of one of the European Union countries, or valid French working papers.

In the case of interest, please send a resume, a cover letter and details (including email address) of three professional referees to jobs@isparis.edu by June 9th, 2019.