



## Job Description for All Secondary Teachers

This job description should be read in conjunction with the teacher's contract.

The teachers are at the core 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.

A teacher's duties include:

- work collegially with their departmental team to support the school's vision, mission and philosophy; support the school's curricular and philosophical commitments as an IB World School; assist the team in meeting its planning goals;
- work to ensure that at all times the school's curriculum provides a safe, supportive learning environment for students, teachers and all other members of the ISP community;
- help promote a culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, exercise leadership and strive for academic excellence;
- work with colleagues, students and the school community to create a thriving, dynamic, aspirational, academic culture;
- assume responsibility for the effective delivery of the agreed curriculum to the students in his/her class(es);
- be informed about the aims and curriculum of the area in which he/she teaches;
- develop the content of courses in relation to the school's philosophy, objectives and appropriate IBO recognized programs;
- provide a welcoming, safe, and secure classroom environment, at all times, for all children in his/her care;
- 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 and in the light of the agreed curriculum (expectations for the delivery of these are spelled out in the appraisal documents);
- be aware that the appraisal documents encompass what is expected of teachers in relation to their teaching practices;
- maintain appropriate records of work covered in all his/her class(es), including
  - a. assessment records;
  - b. progress records;
  - c. classroom planning records (such as a daily planner);
  - d. curriculum planning, as designated;
  - e. attendance information;
  - f. curriculum scope and sequence;
- correct all student assignments regularly and promptly;
- meet IB deadlines (both internal and external) for the submission of student coursework;
- meet all internal deadlines for the production of school reports;
- inform parents of students' progress by way of report cards and, where necessary, letters or individual meetings;
- be available for all parent-teacher conferences;
- attend all relevant meetings, including planning meetings;
- submit to Secondary Principal copies of all letters sent to parents;
- keep him/herself informed, by way of personal files, of all factors relevant to each student;



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- be familiar with new developments and methods in the teaching of his/her field;
- ensure appropriate behavior of students in class and around the school;
- keep the Wellbeing Team and Homeroom teachers informed about student absence, lateness or discipline problems;
- maintain inventories of all textbooks and materials issued to students and to ensure the return of these;
- teach the classes as assigned by the Secondary Principal;
- care for the classroom(s) in which he/she teaches;
- ensure that the room(s) is/are attractively decorated and conducive to learning;
- undertake other duties assigned by the Secondary Principal.

Full time Secondary Teachers also perform the functions of Homeroom Teacher.

Staff members are expected to be punctual for class, and to take attendance registers at the start of each lesson. Staff should be available as designated on the sub/cover rota and for assigned duties.

### **Contracts terms and conditions:**

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

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.net](mailto:jobs@isparis.net)**