



## Job Description

### Teacher

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**Department:** Primary or Secondary School

**Term of Employment:** Initial two year and subsequent annual Contract.  
190 Days

**Band:** Teacher

**Reporting Accountability:** Assistant Principal & Principal

*Shekou International School provides a rigorous education in a caring community and inspires our students to become principled, innovative contributors in a transforming world.*

### Safeguarding

SIS is committed to safeguarding children's and young people's welfare and expects the same from its employees. All new staff employment approval will be subject to two satisfactory employment checks and enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks, to explore any gaps in employment. Diversity, Equity and Inclusion are the responsibility of all SIS staff.

### Scope of Responsibility

Every Teacher at SIS is responsible for providing a safe and developmentally appropriate environment following the SIS program philosophy, school policies and procedures. The Teacher is responsible for planning, teaching, and assessing engaging learning experiences from the approved curriculum, collaborating with other educators in the school and maintaining strong relationships with the parent community. Teachers are expected to work 190 days (new teachers, 195), with a minimum of 180 student-contact teaching days. Responsibilities include attendance at school during set hours to teach, supervise and interact with parents, colleagues, and students, as well as curriculum-related workdays, parent meetings, and conferences.



## Major Duties and Responsibilities:

- Provide a physically and emotionally safe environment for children.
- Collaboratively plan learning programs within the approved curriculum framework with other teachers and administration.
- Keep accurate, up-to-date records and formally and informally communicate with parents to discuss the children's progress.
- Plan and implement at least two Co-curricular activities (CCA) per school year.
- Carry out other required duties for the good operation of the school.
- Utilise approved school systems to communicate, plan and archive units of work, activities, and assessments.
- Collaboratively implement WASC and other operational action plans
- Attend and contribute to relevant schoolwide meetings and functions as required.
- Develop understanding and support the implementation of Diversity, Equity, Inclusion, Justice and Belonging (DEIJ&B) initiatives and related matters.
- Additional duties when requested by the principal.

## Required Qualifications, Skills, Experience and Attributes:

- Professional teacher certification for the relevant area of the school
- At least two years of related working experience

*This position description is designed to outline primary duties, qualifications, and job scope but not limit the employee nor SIS to only the work identified.*

## Domains of Performance

### TEACHING AND LEARNING

- Knows students' developmental levels and understands how they affect learning.
- Differentiates instruction to meet student's needs.
- Uses a variety of effective instructional strategies and resources.
- Knows the content, how to select it and teach it.
- Provides feedback to students.
- Makes consistent and comparable judgements.



## **SHEKOU INTERNATIONAL SCHOOL**

- Interpret student data.
- Reports on student achievement.
- Manages student behaviour effectively.
- Uses effective classroom communication.
- Uses a variety of methods to assess student learning.
- Embraces student diversity.
- Provides a respectful, positive, safe, and collaborative learning environment.
- Integrates technology to improve teaching and learning.

### **BEYOND THE CLASSROOM**

- Collaborates with colleagues to support teaching and learning.
- Seeks and responds to feedback in support of student learning.
- Engages with parents to support student learning.
- Maintains high professional standards and is responsible and reliable.
- Contributes to extra-curricular activities.
- Shows flexibility and adaptability to new situations.
- Maintains a positive attitude.

### **PROFESSIONALISM**

- Supports schoolwide initiatives and activities.
- Demonstrates respect and understanding for school policies and procedures.
- Engages in professional development and improves practice.
- Becomes involved in schoolwide decision-making and school improvement process.