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## Job Description

### DP Subject Teacher (All Subjects)

#### Position overview:

Teachers at Bogaerts International School support the growth and development of all students, in line with the educational philosophy, the vision and the mission of the School. This position can be part-time or full-time, depending on the subject and school needs of the programme in a given academic year.

#### Reports to:

- Relevant Head of Department
- DP Coordinator
- Head of School

#### Position Responsibilities

##### Administration

- Familiarise with and utilize effectively the provided educational platforms and tools (including but not limited to ManageBac, G suite, IB Questionbank etc)
- Maintain accurate and complete records of student progress and achievement, using the designated platforms (ManageBac, Google Drive);
- Compile required reports regarding student progress at specified times in the academic year, in a timely fashion and according to the School's style and format;
- Actively engage in ongoing professional development opportunities provided during the academic year, by attending workshops, training sessions, In-Service days, peer collaboration;
- Participate in and actively contribute to section-specific, department-specific and school wide collaboration meetings, including any and all IB and NEASC Evaluation processes;
- Register the attendance of students using the designated platform (ManageBac), in a timely and accurate manner;
- Submit official student coursework, as per the internally agreed timeline, under the guidance and supervision of the DP Coordinators;
- Commit to the school's teacher appraisal process aimed at improving teaching and learning outcomes. This may include classroom observations, setting professional development targets, peer coaching, and reflecting on teaching practices;
- Stay abreast of and implement the School's Policies and Procedures;
- Promptly notify the Pedagogical Leadership Team (PLT) in case of absence, following the designated procedure, ensuring that work for students is assigned on ManageBac;
- Punctually arrive to assigned classes and duties, ensuring full adherence to the scheduled time for each session and responsibility;
- Participate in and carry out any additional reasonable administrative and organizational

tasks, assigned by the Head of Department, DP Coordinators and/or the Head of School.

## **Pedagogy**

- Exemplify the Approaches to Learning (ATL) skills at all times, to serve as a role model for students;
- Commit to the development of relevant concept-based and inquiry-based approaches to teaching;
- Remain updated on professional knowledge of subject area, teaching resources, and current teaching methods;
- Stay abreast with developments in the IBDP subject-specific syllabus development, and ensure the documentation of units and lesson plans on ManageBac, within the timelines set forth by the Coordinators and Head of Department;
- Remain informed about IB-produced literature relevant to the role;
- Plan, prepare, and deliver instructional activities which facilitate active learning experiences, clearly communicating their objectives;
- Produce learning materials and resources, including but not limited to guidelines, checklists, task specific clarifications, templates, etc to meet students' varying learning needs, differentiating where necessary;
- Intentionally prepare students for the internal and external components of IB assessment;
- Support Project based learning, by supervising students for projects including but not limited to the MYP5 Personal Project, Extended Essay, TOK exhibition, TOK essay, PYP5 Exhibition etc.;
- Embrace and integrate service-learning (CAS) as a core component of the approaches to teaching.
- Implement accommodations for Learning Support (LS) students in collaboration with the LS Coordinator;
- Instruct and monitor students in the use of learning materials and learning tools, including but not limited to ManageBac, Kognity, Google Classroom etc;
- Use relevant and appropriate technology to support high quality learning;
- Protect student and school data in accordance with EU law;
- Record and evaluate student performance and development;
- Devise a sustainable ongoing and progressive assessment system that includes authentic, valid, and relevant home learning and class assignments;
- Align assessment practices to comply with IB grading guidelines, benchmarks and grade boundaries;
- Transparently communicate assessment practices to all stakeholders via the School selected platforms;
- Participate in and contribute to assessment moderation, and collect assessment data to inform teaching;
- Submit samples of assessed student work, including exams, Internal Assessments, and IB official required forms in a timely manner and in the correct format, as requested by the DP Coordinator;
- Where appropriate, organize and participate in opportunities for out-of-class learning activities, such as visits, trips, cross-campus and cross-school collaboration etc.

## Communication

- Demonstrate open and respectful communication with and between all stakeholders, in both spoken and written form;
- Inform students and parents of upcoming subject assessment, in compliance with the School's Assessment Policy .
- Provide timely, written and actionable feedback on assigned work and assessments, through the designated educational platforms, in compliance with of the Assessment Policy and the Academic Integrity Policy;
- Organize and/or welcome individual conferences with students to provide constructive feedback for future growth and improvement;
- Inform parents in a timely and comprehensive manner about their children's progress;
- Provide oral and constructive feedback and discuss student progress during parent-student-teacher conferences, whenever these are held on campus or online;
- Communicate cases of concern, such as academic performance, academic misconduct, personal, social and/or emotional issues, and learning support needs, with the designated School Leaders, maintaining the appropriate confidentiality and using the designated communication channels;
- Follow and respect the communication protocols, as described and shared during staff in-service.

## Community

- Model the Bogaerts International School mission and vision and commit to its philosophy;
- Promote the image and uphold the reputation of Bogaerts International School at all times;
- Promote a culture of mutual respect, compassion and inter-cultural understanding, within and across departments, creating a culture of support and encouragement;
- Foster a safe and high-trust environment where students, teachers, and staff develop positive and appropriate relationships and feel safe, respected, and valued;
- Create and contribute to a positive learning community and refrain from toxic behaviours which harm the collaborative environment;
- Embody the attributes of the IB Learner Profile and act with integrity and professionalism;
- Consistently act with personal and professional integrity;
- Promote and safeguard the welfare of students and responsibly comply with the school's Child Protection and Safeguarding procedures;
- Foster agency and encourage positive action in the community;
- Manage student behavior via systems established by the leadership team, as well as establish and enforce classroom, programme, and campus expectations and procedures, , adhering to the School's Behaviour Policy ;
- Model, encourage, promote, and emphasize responsible behaviours during all applicable school activities;
- Serve students and ensure their safety during allocated duties, including but not limited to: Study Hall duties, lunch break duties, detention supervision, covering for colleagues when needed etc.;
- Be available to chaperone students in residential trips, at least once every two years;
- Participate in and contribute to specifically identified school functions (e.g. Open Day,

Family Day, Graduation Ceremonies etc);

- Support and participate in the House system.

## **Position Profile**

### Mandatory

- A collegiate Bachelor Degree in a field related to secondary education (or within the specific teaching subject field);
- Native/fluent spoken and written skills in the English language;
- Proven record of ethical behaviour;
- A high level of interpersonal and communication skills.

### Desirable

- A Master's degree in the subject area;
- At least two years of experience in a relevant teaching role;
- Experience within either/both IB world schools or NEASC accredited schools;

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