

## Job Description

### PYP Homeroom Teachers

**Line Manager:** PY Deputy Principals

This job description should be read alongside the individual contract. It is reviewed annually and may be updated following consultation. It outlines the core professional expectations at TISB and is not exhaustive. Staff may be required to undertake additional duties aligned with the role and school priorities as directed by the Principal.

#### Key Responsibilities

##### 1. Implementing the PYP

Deliver the IB Primary Years Programme through inquiry-based teaching that:

- Responds to students' cultural, linguistic, and learning needs
- Promotes sustainability, well-being, and global citizenship
- Aligns with IB PYP standards and TISB expectations

##### 2. Teaching and Learning

###### Inquiry-Driven Pedagogy

- Plan and facilitate learning where students ask questions, investigate, and reflect
- Design tasks that build conceptual understanding and real-world connections
- Use campus and natural environments for hands-on learning experiences

###### Developing the Whole Child

- Build thinking skills: critical, creative, and reflective
- Support students' confidence, independence, and resilience
- Promote empathy, collaboration, and social responsibility

##### 3. Planning & Instruction

- Plan and deliver lessons aligned with TISB Vision, Mission, Values, and PYP framework
- Collaborate with teams to design Units of Inquiry and subject lessons
- Ensure progression across grade levels through shared planning and documentation
- Use a range of strategies: differentiation, inquiry scaffolds, technology, and group work

##### 4. Language & Inclusion

- Support language development across all subjects
- Adapt teaching to meet diverse learning needs (EAL, support, extension)
- Provide inclusive learning opportunities for all students

##### 5. Learning Environment

- Create a safe, structured, and engaging classroom environment
- Build positive relationships with students, colleagues, and parents
- Maintain clear routines, expectations, and respectful communication

## 6. Assessment and Reporting

- Use formative and summative assessments to guide teaching
- Give timely, specific feedback to students
- Maintain accurate records of student progress using anecdotal records
- Communicate student progress effectively through reports, portfolios, parent conferences, and ongoing dialogue with families.

## 7. Professional Learning

- Engage actively in the TISB teacher induction, appraisal, and professional learning processes.
- Participate purposefully in collaborative planning, moderation, and team reflection to enhance teaching quality.
- Develop ongoing expertise in the IB PYP Programme, modern pedagogical approaches, educational technology, and inclusive practices.
- Demonstrate a commitment to continuous improvement as reflective practitioners.

## 8. Student Life Beyond the Classroom

- Supervise students responsibly according to the school duty rota.
- Lead or support a co-curricular activity each term that promotes creativity, action, service, leadership, and skill development.
- Participate in House events, sports days, excursions, field trips, and residential camps.
- Contribute to whole-school events, celebrations, and community initiatives throughout the year.

## 9. General Expectations

- Promote and contribute to student safety, well-being, and inclusion at all times
- Follow school policies, timelines, and expectations
- Communicate professionally with all stakeholders
- Attend meetings and school events as mentioned in the school calendar and expectations of the school

## 10. Professional Conduct

The staff member actively promotes and upholds the TISB vision and mission with integrity. As a positive role model and subject-area expert, the staff member builds strong relationships with colleagues, students, parents, and the wider school community, contributing meaningfully to the collaborative and inclusive culture of the school.

The staff member demonstrates professionalism through punctuality, ethical behaviour, respectful communication, adherence to school policies, and maintaining a professional appearance, including following the school's dress code.

## Version History Table

S/No	Date	Version	Description of Change
1	Oct 2025	V1.0	Reviewed
2	May 2026	V1.1	Reviewed
3			
4			
5			