Job Description
PYP Homeroom Teacher

Line Manager: PY Deputy Principal- Pastoral & Operations and PY Deputy Principal- Academic & Professional Development

Overview

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.

Job Description
PYP Assistant Teacher

Line Manager: PY Deputy Principal- Pastoral & Operations and PY Deputy Principal- Academic & Professional Development

Responsible to: Class Teachers

Overview:

This job description outlines the professional responsibilities and duties expected of the Assistant Teacher role. It should be read alongside individual contracts and reviewed annually. The description is not exhaustive and may be subject to change after consultation.

The Assistant Teacher will work closely with form teachers to support students' learning, both academically and pastorally, and contribute to the overall school environment. The position bridges the gap between Learning Assistant and Teacher, providing enhanced responsibilities and expectations.

While this role provides an opportunity for professional growth, it **does not guarantee** progression to a teaching position. Advancement will depend on performance, demonstrated competencies, and regular professional evaluations.

Key Responsibilities:

Supporting the student

- Provide both academic and pastoral support to students, ensuring their well-being and growth.
- Assist in small group instruction, interventions, and one-on-one sessions to reinforce and extend learning.
- Develop students' independent learning and organisational skills.
- Promote inclusion and support students with diverse needs, including language and learning challenges.

Supporting the class teacher

- Collaborate with teachers to plan and deliver lessons, ensuring differentiated instruction to meet diverse learning needs.
- Help monitor and assess students' progress, providing feedback and input for further planning.
- Assist with classroom management, organisation, and preparation of materials for lessons and activities.

Supporting the Curriculum

- Contribute to curriculum implementation, particularly in Numeracy, Literacy, and inquiry-based learning.
- Assist in the development and integration of engaging activities that align with the PYP framework.

- Support cross-curricular links by aiding students in making connections between subjects. Supporting the differentiation of teaching and learning within the classroom setting

Supporting the school

As part of the school team, PY Assistant Teachers can make a significant impact on the general management of the school by:

- Participating in school trips, events, and extracurricular activities to enhance student engagement.
- Supporting the school's values and initiatives by contributing to community-building activities and fostering a positive school culture.
- Handling minor pastoral and administrative duties, such as supervising students outside the classroom and helping with attendance tracking.

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	Nov 2026	V1.1	Reviewed
2			
3			
4			
5			