Job Description
Senior School Subject Teacher

Line Manager: Subject Head of Department

This job description should be read in conjunction with individual contracts. Ideally the job description will be reviewed annually by Board of Governors and may be subject to amendment or change at any time after consultation. This should not be viewed an exhaustive list but sets out the main expectations of TISB in terms of professional responsibilities and duties of the Operations Manager.

Finally, the member of staff may carry out any other duty which is within the scope, spirit and purpose of the school as requested by Board of Governors.

Overview:

This job description should be read in conjunction with individual contracts. Ideally the job description will be reviewed annually and may be subject to amendment or change at any time after consultation with the member of staff. This should not be viewed an exhaustive list but sets out the main expectations of TISB in terms of professional responsibilities and duties.
Finally, the member of staff will carry out any other duty which is within the scope, spirit and purpose of the school as requested by the Principal.

Key duties and responsibilities

- Develop, maintain and stimulate students' curiosity, interest and enjoyment of the subject through consistently planning and delivering high quality and engaging lessons
- Invest time and effort in all students to ensure they achieve their full potential
- Work effectively as a member of a team to continually review and develop the
- highest quality of teaching and learning practice in the department
- Take on wider departmental responsibilities, including staffing academic support or revision sessions, creating assessment material and promoting the department to students
- Contribute to and further develop the department's co-curricular offering, for example: organize guest-speaker events, lead educational visits and accompany students on trips
- Take on any other reasonable departmental duties and responsibilities, as allocated by the Head of Department
- Teach according to the curriculum specifications of the IGCSE and IBDP

Generic duties and responsibilities

Below sets out the generic main duties and responsibilities of any teacher at TISB. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, TISB teachers are professionals who carry out their duties responsibly and with regard for the best interests of their students and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire students
- Encourage students and show enthusiasm for their subject in the classroom
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic
- Participate in mutual lesson observations within the department as a part of sharing best practice
- Use teaching strategies that allow for the full range of ability and learning styles in each class and also satisfies the ATL requirements of the IBDP
- Research new topic areas and maintain up-to-date subject knowledge
- Undertake report writing and the award of internal grades as required
- Provide differentiation of teaching strategies in order to cater for each student needs

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department
- Attend department meetings and moderation meetings as requested by their Head of Department
- Contribute to the Department's devising and writing of new subject materials when required and updating schemes of work

Co-Curricular

- Contribute imaginatively to the wider curriculum and promoting the subject as required by the Head of Department and be prepared to run or assist with activities beyond lesson times and on Saturdays when required

Pastoral

- If requested, be prepared to undertake the pastoral role of a form tutor
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the students including to enforce the school's expectations on behaviour and dress code
- If present in School, attend assemblies and, supervise the students, unless permission has been granted by the Principal that they be excused
- Contribute to ongoing monitoring by raising students of concern

Other Professional Duties

- Support and foster the aims of the School
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Management, punctually and efficiently
- Attend staff meetings, parent teacher conferences, Graduation Day, inset sessions and similar important functions both in and out of normal School hours, and participate in the Open Day for prospective parents and students

- Notify their Head of Department and the Deputy Principals as early as possible if they are going to be absent from School and set rigorous, appropriate work
- Attend relevant in-service training each year
- There may be break supervision duties, accompanying students on school trips/outings as chaperones, and exam invigilation duties, including those beyond school hours during IBDP and IGCSE board examinations

Subject Teachers who also teach IGCSE will be required to

- Deliver the full IGCSE syllabus as prescribed by CIE
- Ensure all CIE coursework requirements and deadlines are met
- Mark CIE internal assessment as required and provide records of such to IGCSE Coordinator;
- Provide accurate predicted grade submissions to CIE
- Create end of term exams which provide opportunity for student to demonstrate their ability in the subject
- Collaborate to create mock exams in a format and level of difficulty likely to be experienced in the final exams
- Mark and return all assessments and exam papers and provide relevant feedback
- Write accurate reports at the end of each term on each child in their class
- Other duties as deemed appropriate by the IGCSE Coordinator

Subject Teachers of IB Diploma will be required to

- Deliver the full IB Diploma syllabus content as prescribed by IBO
- Ensure all IB DP coursework requirements and deadlines are met
- Mark IB DP internal assessment are set and marked in accordance with procedures
- Set appropriate formal assessments/EOT exams or mock exams
- Take on EE supervisory role for selected students in their discipline area
- Provide accurate predicted grade submissions to College Counselling using the approved PG formula
- Create end of term exams which provide opportunity for students to demonstrate their ability in the subject
- Collaborate to create mock exams in a format and level of difficulty format and difficulty level likely to be experienced in the final exams
- Mark and return all assessments and exam papers and provide relevant feedback
- Write accurate reports at the end of each term on each child in their class
- Provide student recommendations to College Counselling Dept. and write references if requested
- Other duties as deemed appropriate by the IB Coordinators

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			
3			
4			
5			