



Job Description

SECONDARY TEACHER

FUNCTION: To deliver the IB Programme at the designated grade level, within the values, beliefs and philosophy of the International School Hannover Region and the IBMYP and IBDP.

REPORTS to: Relevant Head of Department

LENGTH of CONTRACT: A probationary 6 months followed by Initial -2 years then permanent by mutual agreement.

QUALIFICATIONS: Minimum: Valid trained teachers' certification (either teacher certification with a University degree from an accredited University in their subject specific area of teaching **or** a full time three to four year teaching degree from an accredited University with specialism in their relevant field of teaching)
Preferable: Bachelor's degree, with additional teacher certification and significant Secondary practical experience.

TERMS: Teachers are required to work in accordance with the ISHR staff policies, calendar, salary, benefits, and work hours as specified in the contract and Terms and Conditions of Employment ratified by the school's Betriebsrat.

RESPONSIBILITIES: The following are areas for which the teacher will be professionally accountable:

Global Statement

The key responsibility of every MYP and DP teacher at ISHR is to be familiar with the values and beliefs expressed in the philosophy of the IB programmes and to work to translate them into daily classroom practice in an international environment.

With students

- Use a range and balance of teaching strategies as appropriate to differentiate learning in order to:-
 1. Ensure that each student is working towards their full potential as an individual
 2. Establish and maintain a positive learning environment
 3. Encourage students as thinkers
 4. Involve students actively in pursuing open-ended and relevant inquiry
 5. Maintain a supportive climate for the needs of second language learners and students with learning enrichment needs.
 6. Accommodate a range of ability levels
 7. Motivate students in their subject specialism



- Ensure that planning, teaching, learning and assessment are interconnected processes, with a view to maintaining a balance of assessment, recording and reporting strategies that involve students, parents and colleagues in the assessment process. The teacher should also ensure students see both formative and summative assessment as a means of describing and making visible their learning and shaping future learning.
- Follow the ISHR Assessment policy for MYP and DP utilizing both formative and summative assessment within the IB Framework to enhance learning.

In addition:

1. Maintain clear records of achievement
2. Maintain effective discipline and ensure the safety and security of the children in the class.
3. Ensure that the appropriate curriculum is delivered as determined by the IB and ISHR documentation.
4. Ensure that there is evidence of learning
5. Be a reflective practitioner and make a commitment to ongoing professional growth.

With Parents

- Provide accurate and fair mid and end of year reports on all students
- Maintain necessary contact with parents to inform them of developments and progress through for example class agendas, newsletters, informal meetings, parental conferences.
- Ensure that communications are in a clear, effective and appropriate format.

With colleagues

- Plan collaboratively with colleagues in the context of the ISHR school wide programme to build on student knowledge and expertise. Collaboration should occur between your department, grade level teachers of other subjects, MYP and DP coordinators.
- Emphasize in teaching connections between curriculum areas.
- Maintain planning requirements as per DP and MYP unit planning guidelines.
- Maintain a professional demeanor in relationships with students, colleagues, parents and the administration projecting a positive image of the school and the support of colleagues in all activities.

General

- Attend all meetings as required, being punctual and collaborative.
- Maintain 'subject' knowledge through attendance at internal and external workshops taking an active involvement in professional development.
- Carry out supervision duties and requirements of the school as described in the current Terms and Conditions documentation
- Maintain classrooms as organized learning spaces that stimulate student thinking and motivation.