

## MS Teacher of MYP German - Job Description

<b>Job Description:</b>	Teacher of MYP German
<b>Starting date:</b>	10 January 2022
<b>Responsible to:</b>	Middle School Principal, Head of Modern Languages, and MYP Coordinator
<b>School section:</b>	Middle School
<b>Main Working Relationships:</b>	MS Principal, MYP Coordinator, Head of Languages, Teachers, Students and Parents.

### Core Purpose:

The core purpose of the German teacher role is to provide students with a stimulating, challenging and enjoyable learning experience both in and beyond the classroom, and to offer them the encouragement they need to thrive at International School Basel (ISB). Our Modern Languages team works to enable all students to learn German effectively as well as providing support for the academic and pastoral needs of the students, supporting the aims and values of the School at all times.

### ISB Philosophy and Objectives:

It is expected that all teachers will become familiar with the school's mission and guiding statements, working to promote these in all aspects of their role.

“We all want to learn more;  
We all do it in different ways;  
We all have fun learning;  
We all help.”

### Line Manager:

Head of Modern Languages

### Responsibilities:

- Model and promote the IB learner profile
- Effectively teach classes, as allocated, to a mixed-ability class (or classes), drawn from a wide range of cultural and educational backgrounds, including students for whom German may not be their first language
- Monitor, assess and report on learners' work and progress, in accordance with ISB's policy and procedures on assessment and reporting
- Contribute to the development of curriculum (the production and ongoing review of units and/or schemes of work - including Interdisciplinary Units), ensuring both diversity and inclusivity are incorporated to student learning experiences
- Actively contribute to the curriculum/teaching team
- Play an active role in all aspects of the pastoral care of students, focusing on their social and emotional development. To include but not limited to:
  - Carrying out registration, according to school policy;
  - Acting as a channel for communication between students, staff and parents;
  - Supporting students with the development of organizational skills and study skills;

- Carrying out academic monitoring, such as checking student planners, the completion of homework etc.;
- Upholding the expectations outlined in the Student Code of Conduct and dress code;
- Be actively involved in school-related activities, such as concerts, sports events, graduation, etc. some of which may take place outside of the school day
- Demonstrate and pursue excellence in teaching and best practices in education, including teaching and learning in a BYOD (Bring Your Own Device) environment
- Keep professionally current on developments in the field of education, through reading and participating in in-service courses and workshops
- Carry out supervision duties on a rota basis
- Identify and adopt the most effective active, creative teaching approaches for all students in line with current best practice and the ethos of our school
- Work with other members of the Faculty to apply consistent standards in the following: curriculum planning and delivery; formative and summative assessment through classwork, homework, and formal examination; standardisation and moderation
- Create a stimulating learning environment, including displays of student work
- Teach across a range of ages and abilities in the IB Middle Years Programme (Grades 6-8) [MYP experience is an advantage]
- Seek ways to take learning outside the classroom; identify opportunities and take advantage of resources to contextualize learning locally, regionally, and/or globally
- Adopt strategies and monitor teaching and learning activities to support individuals with Learning Support or EAL needs
- Set, communicate, and assess homework/formative work regularly in line with school and department policy
- Identify and teach study skills/strategies that will develop students' ability to work independently
- Supervise students for the MYP Personal Project and/or Extended Essay, as required
- Be fully aware of the health and safety policy and procedures and implement these in all aspects of the role
- Attend staff meetings and participate in group committee work as required
- Abide by school decisions and policies
- Provide relevant information about student or parental concerns or conflicts to the appropriate line manager
- Fulfil the **Expectations of Classroom Teachers at ISB** (see final page of this document)

#### **Other Responsibilities:**

- All teachers at the International School Basel are also expected to contribute to the holistic life of the school through their involvement in our Activity Programme and participation in our thriving school community.
- All teachers are expected to be a Homeroom teacher should that be required by the School.
- Carry out additional activities, as requested, in line with the general expectations of this job description.

**Professional Qualifications and Qualities:**

- Bachelor's degree or equivalent;
- Classroom teacher certification/qualification to teach the relevant grade levels and subjects;
- A minimum of four years recent and relevant experience in a comparable school environment;
- Knowledge of the IB programmes;
- Excellent communication skills in English and German, both oral and written;
- Excellent interpersonal and organisational skills;
- The ability to work well independently as well as with students, parents and staff members;
- IT competence and experience as well as the ability to acquire knowledge of the ISB database and other teaching applications, such as Google Apps for Education, will be required;
- Maturity and commitment to exercise sound judgment;
- The ability to work with tact and discretion and to maintain appropriate confidentiality;
- Ability to effectively multi-task;
- Demonstrated reliability in current position including an excellent attendance record;
- Must be able to meet the physical demands of the position;
- Able to demonstrate flexibility, reliability and initiative both individually and as a team member in support of school activities both within and outside of the classroom.

## Expectations of Classroom Teachers at ISB

The following are professional expectations of all ISB teachers

- 1) Fulfil all administrative and contractual obligations (see Contract of Employment, Terms and Conditions, and Teacher Handbook for details)
- 2) High quality learning and teaching which includes:
  - planning for instruction
  - ability to inspire and challenge students
  - knowledge and understanding of subject content
  - ability to create a positive and supportive classroom environment
  - positive relationship with students
  - maximise opportunity to learn
  - alert to needs of students
  - effective instructional methodology
- 3) Positive and collegial relationship with ISB teachers and business support staff, and parents
- 4) Teachers at ISB are expected to exhibit the following attitudes and dispositions:
  - Adaptability and flexibility
  - Show a genuine interest in students
  - Consistently participate and share experience/expertise with the team
  - Management of frustration
  - Strong work ethic
  - Support school wide initiatives directly or indirectly
  - welcome classroom observations by peers and members of the leadership team
  - demonstrate authentic engagement with their own growth and development as a teacher and contribute to that of their colleagues
- 5) All teachers at the International School Basel are also expected to contribute to the holistic life of the school through their involvement in our Activity Programme and participation in our thriving school community.