Job Description of Middle Years Subject Specialist Teacher

The Subject Specialist's main responsibility is to uphold the school's mission, vision, objectives and guiding statements. The Subject Specialist is accountable to the MYP Coordinator and for the Performing Arts teachers, to the Head of Performing Arts, and reports to the Primary Leadership Team. Assigned to a specific class-levels and sections, the Subject Specialist will establish high-quality teaching and learning by:

- Ensuring a physically and emotionally safe environment for students and colleagues.
- Working within their disciplinary/subject teams to collaboratively design, prepare and deliver high-quality learning experiences that facilitate active learning.
- Demonstrating and applying inquiry based practices and concept-driven learning.
- Identifying and selecting instructional resources and methods to address learner variances.
- Ensuring integrated/transdisciplinary themes' unit and stand-alone planners document and reflect the collaborative planning process,
- Providing meaningful and relevant opportunities to assess for learning, of learning and as learning.
- Monitoring, documenting, measuring and reporting student progress according to the school's systems and process.
- Providing feedback to support student reflection, improvement and growth.
- Maintaining accurate documentation, including trackers, of student progress to share with all stakeholders.
- Preparing report cards and information to be communicated to parents (including but not limited to unit letters).
- Using relevant technology to support teaching and learning.
- Working collaboratively within and across class levels to improve student learning.
- Providing an encouraging and motivating environment.
- Supervising students during morning registration, breaks, lunch and co-curricular activities.
- Assisting with supervision duties during the school day, field trips and school events.
- Maintaining discipline in accordance with the rules and disciplinary systems of the school.
- Taking an active role in the wider community, participating in co-curricular activities, school trips and extension activities as necessary.
- Complying with all school policies and guidelines, including familiarising themselves with the Staff Handbook.
- Remaining up-to-date on educational thinking, practices and subject specialisation through attendance at courses, workshops and conferences.
- Participating in review and reflection of one's performance as per the School's appraisal process.

- Establishing and maintaining cooperative relationships with colleagues, exhibiting appropriate professional conduct and dress.
- Communicating effectively and respectfully with students, parents and colleagues.
- Maintaining regular attendance during all scheduled school days and on those Saturdays when attendance is required for a school and/or staff event /workshop.

Specific / Other Duties and Responsibilities:

- *Perform other duties as assigned by the Secondary Leadership Team.*