Job Description of Middle School and Secondary Teacher

Role Summary:

A Teacher in the Middle and Senior School is responsible for designing and delivering high-quality learning experiences that support the intellectual, social, and emotional development of students. The Teacher ensures effective delivery of the curriculum in alignment with the school's Teaching & Learning Philosophy and programme requirements (MYP / IGCSE / IBDP, as applicable). Teachers will work collaboratively with other members of staff, members of DAIS and NMAJS support and advisory services, organisations and networks relevant to the teacher's specialty or subject, parents, Dean and CEO, and the local community. The Teacher is accountable to the Subject Leaders, Programme Coordinator and reports to the respective Head of Learning.

Key Responsibilities:

1. Learning Design:

- Collaboratively design, implement, and document unit plans, weekly plans and lesson plans aligned with programme standards and the school's learning philosophy.
- Plan learning experiences by using subject-specific pedagogical approaches appropriate for middle and secondary grades (experiments, problem-solving, discussion-based learning, labs, modelling, workshops etc.) that address learner diversity, including differentiation, scaffolding and extension opportunities.
- Participate in collaborative planning meetings with subject teams, programme coordinators and Head of Learning.
- Integrate experiential learning opportunities—including labs, field visits, interdisciplinary projects, enrichment events and external engagements—to deepen conceptual understanding.
- Incorporate relevant use of technology to support and enhance learning.
- Ensure learning and teaching aligns with all curriculum handbooks, subject guides and assessment frameworks (MYP/ IGCSE / DP / internal frameworks).
- Use subject-specific pedagogical approaches appropriate for middle and secondary grades (experiments, problem-solving, discussion-based learning, labs, modelling, workshops etc.).

2. Assessment & Feedback:

- Ensure compliance with the school's Assessment Policy and programme requirements.
- Provide meaningful assessment opportunities aligned with the school's assessment policy.
- Monitor, document and provide feedback on learners' progress and development for a variety of purposes.
- Record, analyse and use assessment data to support learning and school needs.
- Communicate with parents through reports, conferences and on the school's digital platform (Learning Management System).

3. Learning Environment:

- Create a safe, respectful, inclusive and intellectually stimulating learning environment tailored to their specialised subject.
- Set up and maintain high-quality displays of student work, learning artefacts, and visual organisers relevant to the subject area.

- Manage classroom resources, including labs, technology devices, learning materials and subject equipment responsibly.
- Manage routines and transitions to ensure smooth operations during sessions.
- Model and promote respectful behaviour, in line with the school's Behaviour Management Policy.

4. Community Engagement

- Build and maintain partnerships with parents, providing informed updates on their child's progress.
- Prepare for and participate in scheduled parent interactions.
- Engage with the local community, organize guest speakers and collaborative projects to enhance learning and community connections.
- Take an active role in the wider community, participating in co-curricular activities, off/on-school trips, overnight field trips or events and extension activities as necessary.
- Contribute to student events, showcases, exhibitions, performances or competitions.
- Attend special events and support student functions outside of the regular school day as required.

5. Student Safety & Pastoral Care (New Section added)

- Ensure compliance with the school's Child Protection Policy and the Inclusion Policy.
- Create a nurturing environment where students feel safe, supported and valued, addressing their social and emotional needs with empathy.
- Ensure students are always supervised.
- Collaborate with the Learning Support & Counselling departments for individual students, small groups or whole class interventions or initiatives.

6. Professionalism

- Have a thorough understanding of and comply with the school's guiding statements, policies and codes of conduct as articulated in the Staff Handbook.
- Communicate respectfully with students, parents and colleagues.
- Maintain punctuality and regular attendance during all scheduled workdays, (including Saturday teacher workdays).
- Participate in professional learning sessions to enrich practices and remain current in educational practices.
- Collaborate with colleagues to share effective practices and resources.
- Participate in review and reflection of one's performance as per the school's appraisal process.
- Take on assigned duties for events, school processes and safety procedures.
- Participate in the curriculum review and accreditation process as appropriate.
- Supervise students during morning registration, breaks and lunch and co-curricular activities as required.

- Attend scheduled workdays, staff meetings, department meetings and professional workshops.
- Provide substitution for colleagues as required.
- Support the broader mission, ethos and community spirit of the school.

7. Additional Responsibilities:

- Assist with subject-related support to the College Counselling team through student academic inputs, predicted grades, subject selection guidance, Letter of Recommendations, building academic portfolios as required.
- Participate in key admissions and college counselling activities, creating assessments, student interviews, orientations, invigilation, as required.
- Undertake additional tasks and responsibilities assigned by the Pastoral Leader/ Subject Leader, Programme Coordinator, Head of Learning or Head of Student Life/ Head of Section in alignment with the school's needs.