

Job Description

*English Predominant (EP) Class
Homeroom Teacher*

Tamagawa Academy Bi-Lingual Program Teacher (Elementary)
Supervision: Reports directly to the Director for K-5

Job Description

Duties and Responsibilities

Main Teaching Responsibilities:

- Teaching around 20 hours per week of classes
- Developing teaching materials that support high quality lessons and sharing these
- Being familiar with curriculum requirements and teaching in line with these
- Creating and/or updating unit plans using the format specified by the school and sharing these before units are taught
- Planning, teaching and developing resources for lessons in these subjects:
 - For 1st and 2nd grade teachers: English, math and integrated studies
 - For 3rd grade and above: English, math and science
- Marking and using formative assessment to ensure the needs of all learners are met
- Implementing strategies that support and scaffold language learning within lessons
- Ensuring that all students make good progress in line with school expectations
- Keeping accurate assessment records and preparing formal reports at designated times during the academic year that include comments on student progress against objectives

General Responsibilities

- Understanding the school's education philosophy and ethos and implementing school policies and rules. Providing guidance to students on these when necessary
- Maintaining a high standard of professionalism at all times
- Communicating well with children, parents, colleagues and other staff
- Attending morning briefings and regular staff meetings
- Participating in professional development activities in line with school requirements
- Maintaining a safe, clean, tidy and healthy classroom environment that supports the physical, social and emotional well-being of all students
- Ensuring the health and safety of all pupils at all times
- Supervising children on their way to bus stops and the station at home time
- Supervising and actively participating in trips (including residential in some grades)
- Participating in outdoor activities with children such as gardening and cleaning
- Occasionally working overtime when requested (overtime is paid separately)
- Occasionally attending events such as parent meetings or sports days on Saturdays and/or Sundays (a day of holiday is given in lieu of any Saturday or Sunday worked)

Other Responsibilities may include:

- Cover for absent teachers
- Teaching JP course English classes
- Other duties as requested by the Director for K-5