

Job Description

*English Predominant (EP) Programme Teacher
(Homeroom Teacher and PE specialist or with a supporting role in PE)*

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

Job Description

Duties and Responsibilities

Main Teaching Responsibilities:

- Teaching around 20 hours per week of classes
- 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
- Working with the PE department to plan, teach and develop resources for PE and sharing these
- 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 submitting grades against objectives at designated times during the academic year

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
- Promoting children's enjoyment of physical activity outside of lessons
- 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 environment that supports the physical, social and emotional well-being of all students
- Supporting assigned year group as requested and attending year group meetings
- Assisting in preparation and planning of primary school sports events
- Assisting in the preparation and planning of the school-wide sports festival
- Ensuring the health and safety of all pupils at all times
- Supervising and actively participating in trips (including residential in some grades)
- Supervising and/or coaching on the school's residential ski trips
- Supervising children on their way to bus stops and the station at home time
- Occasionally working overtime when requested (overtime is paid separately)
- Occasionally attending events on Saturdays and/or Sundays (a day of holiday is given in lieu of any Saturday or Sunday worked)

Other Responsibilities may include:

- Supporting English classes in the English Bilingual Programme

- Cover for absent teachers
- Teaching BLES kindergarten
- Other duties as requested by the Director for K-5