

Job Description

PHE Teacher & Leader of Experiential Learning

Purpose

- As PHE Teacher & Leader of Experiential Learning, you will deliver G6-12 PHE lessons at Carmel School Elsa High School section.
- You will oversee the fulfilment of IBO requirements for CAS, Service as Action and Co-curricular activities.
- You will oversee, direct and innovate programmes and courses appropriate to Carmel School.
- In all roles your purpose is to strengthen and consolidate and ensure alignment between the requirements of IB and the Carmel School ethos.
- You will be part of a highly dedicated, successful and professional team creating learning opportunities for students.

1. Duties and Responsibilities

- 1.1 As PHE Teacher & Leader of Experiential Learning, you will be required:
 - 1.1.1 To coordinate and organize the annual sports day.
 - 1.1.2 To coordinate the selection of textbooks and PE equipment.
 - 1.1.3 To be responsible for relevant after school activities.
 - 1.1.4 To report regularly to the Principal on the development of the subject areas and to provide her with oral reports and/or written summaries regarding the status of curricula and instruction.
 - 1.1.5 To comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
 - 1.1.6 To oversee the maintenance of an inventory list of textbooks which include date of purchase.
 - 1.1.7 To assist the Administration in budget planning for curriculum development, purchase of textbooks and other related teaching materials.
 - 1.1.8 To develop assessment instruments and guidelines for appraising student achievement in the subject areas.
 - 1.1.9 To disseminate latest research and writing that pertains to the discipline area(s) and to advise all appropriate parties of the emergence of new standards.
 - 1.1.10 To keep up to date with national developments in the discipline areas and teaching practice, pedagogy, methodology.
 - 1.1.11 To attend meetings with parents, staff and other organizations (such as ISSFHK) as required.
 - 1.1.12 To support and implement School Policies and Procedures.
 - 1.1.13 To work with colleagues to formulate aims, objectives and strategic plans for the learning area, which are coherent and relevant to the needs of students and align with the objectives

and strategic plans of the School.

- 1.1.14 To attend seminars and conferences as approved by the Principal.
- 1.1.15 To establish a safe environment, which supports learning and in which students feel secure and confident.
- 1.1.16 To undertake any other similar duties as required.
- 1.1.17 To work closely as CAS Coordinator with G11-12 and each student to support choice, practice and completion of their CAS and conduct record end of course individual CAS interviews.
- 1.1.18 To grow Elsa identity in students through promoting Houses, Student Council, Mentoring, Charity, and School Education visits.
- 1.1.19 To consult with the Principal and designated personnel to research, cost and prepare visits, programs and innovate events as required.

2. Communications

- 2.1 To support and promote the aims and objectives of the school
- 2.2 To ensure effective communication/consultation with school parents
- 2.3 To support the role of parents in students' development

3. Marketing and Liaison

- 3.1 To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and parents' newsletters.
- 3.2 To promote actively the development of effective subject links with external agencies.

4. Management of Resources:

- 4.1 To help manage the available resources of space, money and equipment efficiently within the limits, guidelines and procedures laid down for your Department.

5. Teaching:

- 5.1 To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- 5.2 To teach students according to their educational needs, including the setting and marking of all classwork and coursework. Give verbal or written diagnostic feedback as required.
- 5.3 To undertake assessment of students as requested by Learning Areas and school procedures.
- 5.4 To ensure students' learning meets internal and external quality standards.
- 5.5 To monitor, evaluate, record and report on the attendance, progress, development and attainment of students.
- 5.6 To integrate ICT into learning activities.
- 5.7 To prepare and update subject materials and align with the syllabus.

- 5.8 To maintain good discipline in accordance with the school procedures.
- 5.9 To support the role of parents in students' learning.
- 5.10 To support students consistently by recognizing and responding to their individual needs and to encourage and engage all students in activities
- 5.11 To promote independence and responsibilities by employing strategies to recognize and reward achievement and self-reliance.

6. Personal Responsibilities

- 6.1 To play a full part in the life of the school community, to support its distinctive ethos and to act as role model.
- 6.2 To be responsible for your own continued professional development.
- 6.3 To undertake duties before school, at break, at the end of the lunch period and after school on a rota basis.