



# INTERNATIONAL SCHOOL OF NANSHAN SHENZHEN

Nanshan, Shenzhen, P.R. China

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## Job Description

**Position:** Classroom Teacher

**Reporting Relationship:** The Classroom Teacher reports to the PYP Principal or MYP/DP Principal directly and the Head of School depending on assignment.

**Description:**

The ISNS classroom teacher is responsible for planning, preparing and delivering lessons in accordance with the school mission, IBO philosophy, IB programme guides, New Brunswick Canadian curriculum and school policies. The Classroom teacher has curricular, supervisory and clerical duties and may have other duties as assigned.

**Responsibilities:**

**Curricular:**

- plan learning opportunities in which students can demonstrate IB Learner Profile attributes
- provide challenging programmes for all students of different levels of ability and English proficiency (differentiation)
- assess all student work in alignment with ISNS assessment policy and practices appropriate to the grade level being taught
- maintain an atmosphere and caring relationship with students conducive to learning
- attend school-related activities beyond the school teaching day, including regular staff meetings and parent-student-teacher conferences
- develop students' cognitive, creative and critical thinking skills
- meet regularly in teams to discuss key tasks, serve on school committees and other shared decision-making mechanisms
- develop and review lesson plans and curriculum documentation horizontally and vertically appropriate to teaching assignment
- prepare and update curriculum documents pertinent to their teaching area
- foster students' self-esteem, motivation and sense of social responsibility
- keep up to date with pedagogical developments in the teacher's subject or grade level
- work collaboratively with other staff members to ensure:
  - a school wide approach to inquiry-based, student-focused learning
  - grade level alignment as well as short and long term planning
  - reflection on student learning and effective pedagogy
  - a mutually supportive teaching team

**Assessment and Reporting:**

- maintain accurate, detailed and up-to-date records accounting for student progress against appropriate criteria which is in alignment with ISNS assessment policy and practices

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- complete written reports on student academic and social progress as required
  - ensure that students keep their portfolios up to date and relevant
  - guide students as they prepare for the Student-Led Conferences each year or as they complete required projects

**Other responsibilities:** (some of these responsibilities may only apply to homeroom teachers)

- to monitor student attendance on a daily basis and to register any absences through established digital or physical means each morning
- to communicate with parents regularly and build a supportive home/school partnership
- read student files at the beginning of the year and to check with the school nurse or school records to determine if there are any health issues to be aware of among the students in the class
- to inform parents of curricular matters and activities related to the grade level taught such as the current UOIs (Units of Inquiry for PYP) through means established by essential agreements for that level
- to prepare the class for their contribution to school assemblies
- to carry out assigned supervision duties
- to ensure that parents sign-out students at the end of the school day
- to work closely with their level IB coordinator to meet the IB Standards and Practices for the level they teach
- supervision of outside areas during break and lunchtimes and before and after school
- to ensure that school procedures and requirements such as student dress code, procedures for late arrival or changes to bus arrangements are followed

**Professional Expectations:**

- the ISNS classroom teacher is required to identify professional training goals and/or needs through a regular appraisal process with their direct supervisor (Principal or Head of School), to participate in all professional development programmes offered by the school on or off campus and to engage purposefully in all professional development activities
- to observe all policies and procedures in reference to punctuality, duties, attendance and deadline requirements, a smoke and drug free environment, dress code and others as outlined in the ISNS Staff Handbook
- to adhere to a Professional Code of Ethics as outlined in the NBTA Code of Ethics document