

ALTO INTERNATIONAL SCHOOL
JOB DESCRIPTION: ENGLISH TEACHER (grades 1 – 5)

Alto International School is looking to appoint an outstanding IB Primary Years English teacher for grades 1 – 5 to build and maintain a successful Primary Years Programme (PYP) within the school by providing an educational atmosphere conducive to learning and developing through the process of inquiry.

Roles and Responsibilities of Teachers.

Teachers at Alto International School have the primary responsibility to promote student learning, seeking to ensure that students of all ages have the opportunities to develop a well-rounded personality and reach their full potential.

By joining our team at Alto, teachers commit themselves to supporting and promoting the philosophy and mission of the school, as well as the IBO curriculum. They have a responsibility to work in the school's best interests, to promote our good name, support members of our learning community and act in a collegial manner. Teachers have a responsibility to strive to achieve the highest professional standards in all they do at and for the school.

A. Philosophy

- Respects and practices the content of the school mission statement and our core values
- Strives to promote international-mindedness and live the learner profile attributes
- Promotes responsible action within and beyond the school community
- Engages in open communication with all stakeholders based on empathy and respect
- Participates in collaborative planning and reflection, regularly and systematically
- Instills in students a love of learning, and the value of learning for its own sake
- Respects, practices, and teaches students the philosophical and pedagogical values of the IBO
- Shows commitment to the interdisciplinary nature of the learning programme

B. Preparation and Planning

- Systematically plans lessons and sequences of lessons in a collaborative manner that strive to meet the abilities and needs of all learners
- Completes and uploads curriculum programmes electronically as required
- Prepares planning that builds on students' previous learning experiences; Includes the prescribed key concepts and related concepts in each subject group
- Allows for meaningful student action in response to students' own needs and the needs of others
- Promotes students' awareness of individual, local, national and global issues.
- Provides opportunities for reflection on human commonality, diversity and multiple perspectives

C. Teaching and Learning

- Places appropriate emphasis on concept-driven and inquiry-based learning
 - Promotes the understanding and practice of academic honesty
 - Supports students to become actively responsible for their own learning
 - Addresses human commonality, diversity and multiple perspectives
 - Addresses the diversity of student language needs, including those for students learning in a language(s) other than mother tongue
 - Demonstrates that all teachers are responsible for language development of students
 - Uses a range and variety of strategies and incorporates a range of resources, including information technologies
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- Differentiates to meet students' learning needs and styles
 - Develops student attitudes and skills that allow for meaningful student action in response to students' own needs and the needs of others
 - Engages students in reflecting on how, what and why they are learning
 - Fosters a stimulating learning environment based upon understanding and respect
 - Encourages students to demonstrate their learning in a variety of ways
 - Develops the IB learner profile attributes
 - Sets homework to reinforce, as well as extend, knowledge and understanding of the material covered in the lesson in which it is set on an age-appropriate basis

D. Classroom Management

- Adopts appropriate professional relations with students
- Expects high standards of behavior and consistently enforces them
- Generates a studious, productive and purposeful working atmosphere
- Praises students for their endeavor and achievement
- Ensures personal and school property is respected

E. Assessment

- Ensures marking and assessment is based on IB criteria and is transparent, detailed, informative, and constructively critical so that the students may be able to reflect on and learn from their performance
- Uses a range of strategies and tools to assess student learning
- Keeps a full and accurate record of each student's performance uploaded electronically
- Provides students with timely feedback to inform and improve their learning
- Ensures the writing of reports and entering of grades conform to the school policy

F. Professional Development

- For the benefit of the school and their own professional development, participates positively in the performance management cycle.
- Welcomes informal, unannounced classroom visits, peer and leadership mentorship
- Establishes an individual strategy for professional development, for the benefit of the teacher and school

- Collaborates with immediate colleagues, as well as whole-school, course and curriculum development

G. Other Responsibilities

- Participates in school policy development
- Contributes to the co-curricular programme and educational visits
- Provides supervision of students through the duty roster
- Attends school meetings, as required, and contributes constructively to them
- Meets all deadlines set
- Checks school emails at least once a day, responds to them as quickly as possible
- Helps promote the progress, health, safety and welfare of all members of the school community and is familiar with all school compliance policies and procedures
- Contributes to the maintenance of high staff morale and to team building
- Participates meaningfully in the wider life of the school

Applications & Questions

For more information about Alto International School, please visit our [website](#). To submit your application (cover letter and resume), please email hr@altoschool.org.