



---

# Teacher

## JOB DESCRIPTION

---

<b>POSITION:</b>	Teacher
<b>POSITION REPORTS TO:</b>	Head of Department
<b>DIRECT REPORTS:</b>	None
<b>COMPENSATION:</b>	Commensurate with qualifications and experience based on Armbrae salary grid

---

### POSITION OVERVIEW

At Armbrae, teachers are at the heart of the daily life of the school, undertaking many duties in the course of their work. They are confident in curriculum development and demonstrate an approach that is reflective and in alignment with best practices in teaching and learning. Teachers support all learners through the use of differentiation strategies and use appropriate methods to support students with learning challenges. Above all, they are motivated to develop strong, caring, professional relationships with students, understanding that healthy student-teacher relationships are the foundation of a happy, healthy school culture and learning environment.

Teachers are responsible for effectively delivering the curriculum for their assigned grade level/courses, and their duties include designing and teaching daily lessons, assigning coursework, grading assessments, tracking and documenting student progress, communicating with parents/guardians in a timely and professional manner, supervising students in a variety of settings, and contributing to the co-curricular programme. Armbrae teachers are committed to the mission, vision and values of the school and are an integral part of realizing our strategic plan and priorities.

### GENERAL RESPONSIBILITIES & CAPABILITIES:

- Contributes to student learning, growth and advancement.
- Demonstrates a high degree of self-efficacy, holds themselves accountable for learner outcomes and advocates for their students.
- Works efficiently and believes in the capability of their students to succeed and excel.

- Has a comprehensive understanding of current educational practices in the areas of curriculum planning, implementation and assessment practices.
- Has a toolbox of effective teaching strategies for facilitating student success including those with different learning needs.
- Facilitates problem-solving with a curious mind and critical thinking skills, showing a high degree of creative application in the implementation of curriculum and practice.
- Recognizes the relationship between social-emotional learning and academic performance and aspires toward developing and teaching the whole child.
- Works as part of a team of faculty dedicated to providing a nurturing learning environment.
- Due to the nature of a teacher's position, some flexibility of hours worked is required throughout the school year.

#### **SPECIFIC RESPONSIBILITIES:**

- Help students set goals and work with them to achieve these.
- Keep an organized and orderly classroom that promotes creativity and learning.
- Plan curriculum for the school year for courses assigned.
- Create and prepare daily lesson plans for appropriate age and learning skill level, making adjustments when needed.
- Lead daily lessons, teaching the appropriate curriculum outcomes.
- Take daily attendance in a timely manner.
- Assess student learning, ensure grade books are up to date, and report on student progress as needed.
- Set and maintain appropriate classroom rules, expectations, and culture.
- Be prepared to teach in a remote learning scenario including the use of live, synchronous online instruction.
- Participate in parent/teacher interviews throughout the school year.
- Actively participate in co-curricular activities and events as per the requirements of our CAS program.
- Act as an Advisor for a group of students, leading weekly advisory lessons, meeting regularly with advisees and communicating with parents/guardians frequently throughout the academic year.
- Fulfill assigned supervisory duties throughout the school year.

- Participate in teacher professional development and stay up to date with current teaching methods and practices including online instruction.
- Be available for meetings and/or administrative duties as necessary throughout the school year, this can include meetings or professional development at the beginning or end of a term prior to or after a vacation period.

#### **REQUIRED KNOWLEDGE AND SKILLS:**

- A compassionate, collaborative and confident educator.
- Ability to organize tasks and manage time to meet many and varied deadlines, manage groups of students in a classroom environment; and communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive.
- Working familiarity with assistive technologies, internet and email systems and word processing presentation and spreadsheet software.
- Above average skills with computers and their effective use in instruction to enhance student learning.
- A commitment to continued professional development and growth.
- Strong interpersonal, organizational, time-management and communication skills.
- Energy, commitment and a readiness to participate in the co-curricular program and the diverse life of the school community.
- A commitment to the well-rounded nature of independent schooling, and a willingness to support and nurture children both inside and outside the classroom.

#### **EXPERIENCE & QUALIFICATIONS:**

- Relevant university qualifications preferably at the graduate level.
- A member in good standing with the Nova Scotia Office of Teacher Certification and holds an endorsed Teacher Certificate (Elementary or Senior) or equivalent provincial or other certification.