**JOB DESCRIPTION**

**Job Title:** Primary Learning Enhancement Teacher

**Responsible to:** Primary Learning Enhancement Team Coordinator, Head of Primary

Teachers in the department/team are expected to exemplify excellent professional practice which leads to high standards of teaching and learning within the curriculum. Teachers are also expected to support the pastoral and co-curricular work of the school and be reliable in exercising their daily responsibilities. Working as part of a team under the guidance and direction of the Primary Learning Enhancement Team Coordinator, Primary Learning Enhancement Team teacher is expected to fulfil the following roles:

* Provide learning opportunities for every student commensurate to her/his needs, abilities and stage of development, by teaching a programme that gives each student the opportunity to experience success, and which challenges all students to achieve their full potential.
* Collaborate with classroom teachers, students, parents, specialists, educational assistants, other primary LET teachers, and administration to ensure that students are able to access the curriculum through building skills, accommodations, and, when needed, modifications to the curriculum.
* Establish effective and positive relationships with students based on mutual respect, recognition of the individuality of each student and affirming their cultural identity.
* Provide a safe, effective, challenging learning environment and an attractive and welcoming classroom/learning space.
* Teaching students, as timetabled, including the setting and marking of work.
* Assessing, recording and reporting on the development, progress and attainment of students in accordance with PYP, MYP and DP guidelines and the assessment policy of Renaissance College.
* Co-operating with other staff (whole school) on the preparation and development of courses, teaching materials, teaching programmes, methods of teaching and assessment.
* Maintaining good order and discipline among the students and safeguarding their health and safety.
* Keeping up to date on teaching and international educational developments and sharing enthusiasm and resources with other teachers.
* Regularly referring to the Online Curriculum Centre of the IB and the ESF CLC sites and interactive meetings.
* Attend professional development programmes, participating in “on campus” courses and attending professional meetings which relate to curricular, administrative or organisational matters as required; scheduled by the Head of Department, Curriculum Coordinators and Senior Management Team.
* Participating in the school system of cover for absent teachers.
* Participating in arrangements for preparing students for internal and external examinations (where appropriate).
* Participating in administrative and organisational tasks related to such duties as are described above.
* Collaborative planning with other teachers within and outside of the Area of Learning Department.
* Performing the pastoral duties, House (Dynasty) system responsibilities, and sports assignments of a teacher.
* Taking responsibility for the safety of students through supervision duties.
* Performing other duties that may reasonably be assigned from time to time by the Principal.

The above list is neither exhaustive nor definitive and is subject to change with departmental/team needs and staff professional development.