



JOB DESCRIPTION – LEAD TEACHER

POSITION OVERVIEW

Yoyogi International School is a well respected school in the heart of Tokyo, offering an international education to students from over 25 different countries, aged 16 months to 11 years. Our curriculum has been developed to cover educational standards from both the UK National Curriculum and US Common Core States Standards, as well as reflecting the IB's underlying principles. Our aim is to nurture curiosity and love of learning in all our students.

Teachers at Yoyogi International School need to be flexible, demonstrating the initiative to work independently, as well as the ability to communicate and interact with the wider school community. They need a warm nature, committed to the wellbeing of all their students, and families. Teachers must reflect the school's mission and vision in all aspects of their teaching and interactions, illustrating a commitment to supporting each student to exceed their expectations. Teachers also have a responsibility to promote the good name of the school and support the wider school community.

Depending on the age of the students and number of students in the class, there may be one, two or three teachers in the class. Communication, respect and professionalism are vital in all working relationships within the school.

PROFESSIONAL RESPONSIBILITIES AND CONDUCT; CHARACTERISTICS AND VALUES

- Be professional; respect and practice the school's Mission, Vision and Core Values
- Nurture and demonstrate a love of learning; set high expectations and goals for yourself and your students
- Develop an understanding and acceptance between all students regardless of their cultural background; maintain a courteous professional relationship with students, parents, colleagues and the wider school community
- Develop supportive and collaborative relationships with all colleagues and have a flexible attitude and willingness to contribute to the smooth running of the school
- Demonstrate an enthusiasm to contribute to whole school events and celebrations
- Fully understand and adhere to the schools expectations, policies and procedures, as set out in the Staff Handbook
- Keep efficient and effective records and student tracking
- Establish clear lines of communication with parents, through face-to-face meetings, termly progress reports and regular newsletters and emails; use these to inform parents about students day-to-day learning, anecdotal stories, progress, strengths and challenges



TEACHING AND LEARNING: PLANNING, PREPARATION AND INSTRUCTION

- Complete class plans in line with the school's curriculum; and demonstrating a continuity and progression within the unit, and from one year to the next
- Ensure all lesson materials and resources are appropriate to the students learning and prepared ahead of the lesson; and you have a clear knowledge and understanding of the lesson contents
- Differentiate lesson expectations and outcomes; and group students as appropriate
- Ensure learning outcomes are assessed in a variety of ways and use the information collected to inform planning and track students progress
- Use a range of teaching strategies to ensure all children are actively involved and learning during the lesson, regardless of ability or learning style

CLASSROOM ENVIRONMENT

- Develop a respectful, honest and nurturing relationship with each student and their family
- Be firm, fair, consistent and compassionate towards your students
- Encourage all students to be Curious, Confident and Compassionate in their learning and social interactions
- Use appropriate strategies to deal with challenging behavior
- Encourage children to use correct English throughout the school day
- Ensure the classroom environment is safe, clean, tidy, organized, inviting and inspiring