

Mahindra International School Job Description

Updated	November 2024
Job Title	Secondary Teacher
Reports to	Divisional Principal or Director



SUMMARY

The Teacher is a pedagogical expert who collaborates with colleagues to implement the academic goals of the department in line with the school's mission and strategic goals as well as the IB philosophy of education. The Teacher is viewed as a key factor in the lifelong learning journey of students.

Main Responsibilities:

- Exhibit a commitment to the school's guiding statements, curriculum, and learning and teaching philosophy
- Present a positive image as an ambassador for the school and the IB
- Contribute to the development, documentation, and delivery of the curriculum
- Advocate and support the pastoral care of all students
- Contribute to a positive, open and supportive teaching and learning environment
- Communicate effectively with colleagues, parents and administration
- Engage with the appraisal process and continual professional development

Teaching and Learning

- Plan individually, and collaboratively to deliver differentiated learning engagements for a range of ability levels and language competencies
- Encourage and support student voice in all areas of school life, including learning engagements
- Identify and promote opportunities to support student action and responsibility
- Monitor, evaluate and document student progress and achievement
- Lead at least one CCA (Co-Curricular Activities) each semester and maintain content documentation
- Plan and lead field trips to support the curriculum
- Be vigilant in terms of health and safety issues and report any concerns promptly
- Actively supervise students during breaks

Communication

- Communicate academic concerns to students and parents in an appropriate and timely manner
- Maintain all required curriculum documentation
- Write formal reports using clear and appropriate language
- Check and respond to emails in a timely fashion

Professional Expectations

- Model professional behaviour
- Work as a member of a team, showing mutual respect to all
- Respect and celebrate the cultural diversity of our community
- Volunteer for and participate in special programs after school hours
- Actively support events within the school such as sports days, swimming galas, concerts, theatre productions, etc.
- Participate in the budgeting and purchasing process as appropriate
- Ensure you are familiar with school policies and handbooks
- Attend all necessary activities within and outside of the regular school day such as Professional Development Sessions, 3-Way Conferences, Staff Workdays, PTA Events, etc.
- Volunteer for faculty committees, as required, or work collaboratively on committees assigned by the Leadership Team, for the development and continuous improvement of the school

Application Process:

- Cover letter
- CV / resume, including at least two professional referees — full name, details of their positions, professional email addresses and telephone numbers. Referees will not be contacted without the prior consent of the candidate.
- Police clearance certificate to work with children, or a willingness to obtain one
- A willingness to sign the self-declaration on child safeguarding

How to Apply:

Candidates should apply through **Search Associates**.

Applications can also be sent to: **hr@misp.org**

We are an equal opportunity employer and welcome applications from candidates of all backgrounds. Only shortlisted candidates will be contacted.

Join us in shaping the future of education and making a difference in the lives of our global community. Apply now to be part of our team at Mahindra International School.

Safeguarding Statement: *In accordance with the school's commitment to adhere to the International Task Force on Child Protection and all other relevant guidance and legislation in respect of safeguarding children, the Teacher will be required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.*