

## Job Description

### Senior School Subject Teacher [ART]

**Reports to:** Subject Head of Department

This job description should be read in conjunction with individual contracts. Ideally the job description will be reviewed annually and may be subject to amendment or change at any time after consultation with the member of staff. This should not be viewed as an exhaustive list but sets out the main expectations of TISB in terms of professional responsibilities and duties.

Finally, the member of staff will carry out any other duty which is within the scope, spirit and purpose of the school as requested by the Principal.

#### Key Responsibilities:

- Develop, maintain and stimulate pupils' curiosity, interest and enjoyment of the subject through consistently planning and delivering high quality and engaging lessons
- Invest time and effort in all students to ensure they achieve their full potential
- Work effectively as a member of a team to continually review and develop the highest quality of teaching and learning practice in the department
- Take on wider departmental responsibilities, including staffing academic support or revision sessions, creating assessment material and promoting the department to students
- Contribute to and further develop the department's co-curricular offering, for example: organize guest-speaker events, lead educational visits and accompany students on trips
- Take on any other reasonable departmental duties and responsibilities, as allocated by the Head of Department
- Teach according to the curriculum specifications of the IGCSE and IBDP

#### Generic duties and responsibilities

Below sets out the generic main duties and responsibilities of any teacher at TISB. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, TISB teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

#### Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils
- Encourage pupils and show enthusiasm for their subject in the classroom
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject

- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic
- Participate in mutual lesson observations within the department as a part of sharing best practice
- Use teaching strategies that allow for the full range of ability and learning styles in each class and also satisfies the ATL requirements of the IBDP
- Research new topic areas and maintain up-to-date subject knowledge
- Undertake report writing and the award of internal grades as required
- Provide differentiation of teaching strategies in order to cater for each students needs

### **Department**

- Carry out any reasonable subject-related duties assigned to them by their Head of Department
- Attend department meetings and moderation meetings as requested by their Head of Department
- Contribute to the Department's devising and writing of new subject materials when required and updating schemes of work
- Work collaboratively as an enthusiastic member of the team. Help, organize and support in the execution of Large art projects / creation of artworks like sculpture or installation work at school when necessary
- Maintain a safe, organised, and well-functioning art studio, ensuring all working areas are clean, accessible, and conducive to creative practice.
- Oversee daily studio setup and end-of-day shutdown procedures.
- Ensure appropriate storage, labelling, and care of student artworks, materials, and portfolios.
- Prepare and distribute materials in advance of lessons, ensuring readiness for practical sessions across year groups.
- Maintain art tools and equipment (e.g. presses, kilns, cameras, easels, cutting tools), reporting faults and coordinating repairs when required.
- Implement and uphold health and safety procedures related to the use of materials, tools, and specialised equipment.
- Develop and constantly engage in learning new methods and techniques to upgrade artistic skills and techniques.
- Ensure compliance with school health and safety policies, including safe handling of chemicals, sharp tools, and electrical equipment.
- Conduct regular risk assessments for studio activities and ensure students are trained in safe studio practices.
- Possess an international outlook.
- Committed to personal, and departmental development.

### **Co-Curricular**

- Contribute imaginatively to the wider curriculum and promoting the subject as required by the Head of Department and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.

### **Pastoral**

- If requested, be prepared to undertake the pastoral role of a form tutor
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils including to enforce the school's expectations on behavior and dress code
- If present in School, attend assemblies and, supervise the pupils, unless permission has been granted by the Principal that they be excused
- Contribute to ongoing monitoring by raising pupils of concern

### **Other Professional Duties**

- Support and foster the aims of the School
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavor to follow these closely
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Management, punctually and efficiently
- Attend staff meetings, parent teacher conferences, Graduation Day, inset sessions and similar important functions both in and out of normal School hours, and participate in the Open Day for prospective parents and pupils
- Notify their Head of Department and the Deputy Principals as early as possible if they are going to be absent from School and set rigorous, appropriate work
- Attend relevant in-service training each year

### **Subject Teachers who also teach IGCSE will be required to**

- Deliver the full IGCSE syllabus as prescribed by CAIE
- Ensure all CAIE coursework requirements and deadlines are met
- Mark CAIE internal assessment as required and provide records of such to IGCSE Coordinator;
- Provide accurate predicted grade submissions to CAIE
- Create end of term exams which provide opportunity for student to demonstrate their ability in the subject
- Collaborate to create mock exams in a format and level of difficulty likely to be experienced in the final exams
- Mark and return all assessments and exam papers and provide relevant feedback
- Write accurate reports at the end of each term on each child in their class
- Other duties as deemed appropriate by the IGCSE Coordinator

### **Subject Teachers of IB Diploma will be required to**

- Deliver the full IB Diploma syllabus content as prescribed by IBO
- Ensure all IB DP coursework requirements and deadlines are met
- Mark IB DP internal assessment are set and marked in accordance with procedures
- Set appropriate formal assessments/EOT exams or mock exams
- Take on EE supervisory role for selected students in their discipline area
- Provide accurate predicted grade submissions to College Counselling using the approved PG formula
- Create end of term exams which provide opportunity for students to demonstrate their ability in the subject
- Collaborate to create mock exams in a format and level of difficulty format and difficulty level likely to be experienced in the final exams
- Mark and return all assessments and exam papers and provide relevant feedback
- Write accurate reports at the end of each term on each child in their class
- Provide student recommendations to College Counselling Dept. and write references if requested
- Other duties as deemed appropriate by the IB Coordinators

### Professional Conduct

The staff member actively promotes and upholds the TISB vision and mission with integrity. As a positive role model and subject-area expert, the staff member builds strong relationships with colleagues, students, parents, and the wider school community, contributing meaningfully to the collaborative and inclusive culture of the school.

The staff member demonstrates professionalism through punctuality, ethical behaviour, respectful communication, adherence to school policies, and maintaining a professional appearance, including following the school's dress code.

### Version History Table

S/No	Date	Version	Description of Change
1	Jan 2026	V1.0	Reviewed
2			
3			
4			
5			