

Shadow Teacher Job Description

Position: Shadow teacher

Reporting Relationship: Advancement Centre leader

Working Relationships : Teachers, Specialist Teachers, Teaching Assistants, Primary / Secondary Principals

Description

The shadow teacher has a supportive role in a Classroom focused on student(s) with specific learning needs. The shadow teacher works together with the Advancement Centre Teacher and teacher to create, uphold and stimulate a learning environment that ensures the student to learn and grow both academically and socially. The shadow teacher has different roles, duties and responsibilities and has to be mindful of all those roles.

General responsibilities:

- Assist in ensuring a physically and emotionally safe environment for students through positive framing, kind communication with students and adults, and predictable, consistent routines;
- Provide additional support, throughout the school day, academically and psychologically, to a referred student that needs this additional support;
- Use behavioral management strategies that are positive, structured, consistent, respectful, and responsive to student needs to build a safe, orderly, inclusive and positive classroom community, as initiated and outlined by the Advancement Centre Teacher;
- Promote the inclusion and acceptance of all students within the classroom;
- Encourage students to interact and work cooperatively with others and engage all students in activities;
- Promote independence and employ strategies to recognise and reward achievement of self-reliance, as initiated and outlined by the Advancement Centre Teacher.
- Help the student to build self-confidence;
- Remind and reinforce the attributes and attitudes of the Learner Profile;
- Every child is unique; therefore, the approaches and teaching methods and techniques used by each shadow teacher with each specific student will differ;

Curriculum related responsibilities

- Assist in planning lessons by following IB curriculum framework collaboratively with the Primary Teacher, PYP coordinator, Specialist teachers and Advancement Centre teachers;
- Help the student achieve goals stated in his/her personalized ILP (Individual Learning Plan) by implementing agreed-upon accommodations for students as initiated and outlined by the Advancement Centre teacher;
- Help the student with the approaches to learning and to be prepared and organized for learning;

Other responsibilities

- Take an active role in the wider community, participating in extracurricular activities, school trips, and extension activities as necessary;
- Communicate effectively with external stakeholders, through all means used at ISD. This

includes: report cards, Seesaw messages and only after consulting with Advancement Centre Teacher;

- Take students to Specialist lessons as necessary;
- Take on active supervision during scheduled duties;
- Maintain confidentiality of privileged information about students, faculty members, and administration;
- Maintain appropriate and ongoing displays of student work;
- Read and properly use the IB guidelines for PYP.
- Maintain accurate daily progress notes and data collection and completes all paperwork in a timely manner;
- Maintain discretion and confidentiality of student and family information at all times;
- Update parents, LS teacher and coordinator regularly on the student's progress;

Collegiate Responsibilities & Expectations:

- Understand and live the school's mission.
- Contribute positively to staff morale.
- Work as a team player.
- Maintain professional working relationships with colleagues, line managers, and administrators.
- Maintain professional relationships with students, parents, and staff.
- Take part in all training provided by the school, both internal and external.
- Be prepared to report back about training and/or provide in-service to colleagues.
- Actively participate in Appraisal Procedures.
- Represent the school by being a good role model.
- Model the qualities of the IB learner profile and attitudes and be an active member of the learning community.
- Take any additional responsibilities as directed by the Head of School;