

**Job Description**
**Ref. no: EV2804171**

Job Title	Infant Class Teacher		
Directorate or Region	Spain	Department/Country	British Council Infants School – El Viso
Location of post	Madrid	Pay Band	British Council Infants School – El Viso local teacher scale
Reports to	School Senior Manager	Duration of job	As per contract

***Purpose of job:***

To teach in our British Council- el Viso Infant School as a key member of a growing team of Teaching staff, implementing the Foundation Stage Curriculum. To be a proactive member of a lively, dynamic and tightly-knit community of professionals, working in an ever-changing environment. To uphold the highest standards of teaching and learning. To contribute with your expertise and imagination to an exciting Infant school in the heart of Madrid.

***Context and environment:***
British Council Infants School – EL Viso

The British Council Infant School opened in September 2016 in Madrid city centre, in the peaceful residential district of El Viso. Located in a purpose-built Infant school, children start at 2 years of age and enjoy their Foundation Stage phase there until they join Key stage 1 at the school in Somosaguas. The school is offering flexible opening hours (8.00- 17.00) to meet the demands of parents' and carers' working hours, as well as offering after-school clubs in English; staff are given an opportunity to share their skills when delivering clubs.

A unique and exciting centre, the El Viso Infant School is a happy, vibrant place where pupils delight in attending and participating in dynamic lessons and activities, delivered through music, sports, language learning, movement classes, arts and play.

The Early Years education in this school forms the firm foundation for the outstanding results, both academic and personal, that are achieved by the older students.

The British Council School – Somosaguas
*April 2015 - British Schools Overseas Inspection Report – Outstanding in all areas*

Our main school is located 15 kilometres to the west of Madrid. It has 2,000 pupils, aged 2 to 18, and 200 teachers who are extremely proud to be part of our welcoming, vibrant and successful community. We are a thriving co-educational day school with superb facilities set on a large, well linked, modern campus. The school is part of the British Council, the United Kingdom's international organisation for educational opportunities and cultural relations, which provides us with excellent opportunities to participate in cultural activities across the world.

We are particularly delighted to be the first British school in Spain to receive the highest rating of 'outstanding' in all areas of the (BSO) Inspection.

British Council policies, standards and regulations apply to all aspects of this job. Particularly relevant are: Code of Conduct, Corporate IT standards, Child Protection Policy, Equality, Diversity & Inclusion Policy and Health and Safety policies.

***Accountabilities, responsibilities and main duties:***

- To plan, prepare and teach the Curriculum according to the school's programmes of studies and schemes of work for the relevant age group
- To monitor and assess pupils' work, using school agreed assessment procedures to inform planning that promotes continuity and progression
- To liaise and work with Educators and other members of staff, as required
- To record assessments and write reports in accordance with school policy
- To ensure the individual needs of the pupils are met through differentiated work, allowing for the highest standards to be achieved by all
- To create a stimulating, organised, interactive and informative learning environment that allows the development of all learning styles based on the school's overall philosophy
- To incorporate a range of resources
- To follow school policies under the management of the Head Teacher, Head of Section, and SMT and Family Leaders
- To work co-operatively as part of a team
- To engage with parents and pay them appropriate attention
- To work with parents and other members of staff to ensure a collaborative and integrated approach which promotes the well-being and educational progress of each pupil
- To report to parents in parent interviews and meetings
- To maintain good order and discipline within the class and communal areas, in line with the school's behaviour policy
- To carry out supervision duties in common areas of school
- To take part in all staff meetings, sharing expertise and experiences as required
- To attend training sessions and offer feedback from these
- To be involved in performance management for professional development (PMPD)
- To take part in class visits, assemblies, House Days, concerts and any other activity as required by the Head of School
- To change and clean children when required
- To be flexible within working practice of nursery. Be prepared to help where needed, including to undertake a wide range of jobs within the nursery, e.g. preparation of snacks, meals, cleaning of equipment, putting out bins, doing the laundry, etc.
- To be aware of the high profile of this school and uphold the British Council highest standards at all times
- To take part in any other reasonable duties as assigned by the Line Manager, within the context of this Role Description

***Key relationships:***

Parents

Administrative staff

Somosaguas School Staff and Managers

External visit personnel

Bus company personnel

Catering personnel

***Other important features or requirements of the job:***

There are occasional trips locally and staff are required to accompany students. Attendance and participation in concerts and other events after school and occasionally at weekends will be required. It is necessary to be prepared to be flexible with working hours subject to operational needs. On occasion it will be necessary to ask members of staff to adapt their working hours at short notice.

Please specify any passport/visa and/or nationality requirement.

Applicants must be EU nationals or have the right to work in Spain

Please indicate if any security or legal checks are required for this role.

The successful candidate will be required to undergo a DBS check or equivalent, **AND** the Spanish national *Certificado de Delitos Sexuales* unless this is up to date.

## Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p><b>WORKING TOGETHER (ESSENTIAL)</b>  <b>Establishing a genuinely common goal with others.</b></p> <p>Ask yourself the following:</p> <p>Do I readily seek others to work with when it is right to do so?  Do I establish clarity about what we want to achieve together and what our respective roles are?  Do I establish effective ways of working together?  Do I willingly support others who are dealing with difficulties or problems in their work?  Do I actively seek out others' ideas?  Do I seek out and use creatively what people of different backgrounds have to offer?  Do I share leadership or other roles as appropriate?</p> <p><b>BEING ACCOUNTABLE (ESSENTIAL)</b>  <b>Delivering my best work in order to meet my commitments</b></p> <p>Ask yourself the following:</p> <p>Do I focus my time on the activities that will deliver benefits for the British Council?  Do I always meet my commitments and take personal responsibility for the results?  Do I give constructive feedback to others in a way they can understand and accept?  Do I give praise and recognition when appropriate?  Do I know my own strengths and weaknesses?  Do I remain determined when faced with obstacles or setbacks?</p> <p><b>MAKING IT HAPPEN (ESSENTIAL)</b>  <b>Delivering clear results for the British Council</b></p> <p>Ask yourself the following:</p> <p>Do I take action promptly when necessary?  Do I consistently meet my objectives?  Do I develop my own knowledge, expertise and learning?  Do I actively support the learning and development of others?  Do I set myself and others clear goals and</p>		Interview only (Not to be completed on application form)

	<p><i>high standards?</i> <i>Do I willingly take on challenges?</i></p> <p><b>Other behaviours</b> (Not used in Recruitment and Selection process )</p> <p><b>CREATING SHARED PURPOSE</b> <i>Communicating an engaging picture how we can work together.</i></p> <p><b>CONNECTING WITH OTHERS</b> <i>Making regular opportunities to understand others better.</i></p> <p><b>SHAPING THE FUTURE</b> <i>Looking for ways in which we can do things better.</i></p>		Not used in Recruitment and Selection process
<b>Skills and Knowledge</b>	<p><b>CLASSROOM MANAGEMENT</b></p> <p><i>Is able to engage all students throughout the lesson.</i></p> <p><i>Is able to effectively differentiate the learning of individuals, groups within the whole class setting.</i></p> <p><i>Manages learner behaviour by establishing and maintaining a clear positive behaviour framework in the classroom.</i></p> <p><i>Promotes critical thinking skills through the use of a range of strategies including effective questioning.</i></p> <p><b>LESSON PLANNING AND ASSESSMENT</b></p> <p><i>All lessons are purposeful with clear learning outcomes.</i></p> <p><i>Demonstrates a clear understanding of assessment principles and is able to plan and incorporate effective assessment procedures to inform future planning.</i></p> <p><i>Is able to embed the effective use of ICT in lesson planning.</i></p> <p><b>SUBJECT KNOWLEDGE AND DELIVERY</b></p> <p><i>Demonstrates excellent subject knowledge and can communicate this effectively.</i></p>	In accordance with UK best practices	Short listing and interview (to be completed on application form)

	<p><i>Is able to share knowledge and expertise with others.</i></p> <p><i>Is an excellent classroom practitioner.</i></p> <p><b>UNDERSTANDING YOUR LEARNERS</b></p> <p><i>Is able to identify individual learning needs and implement appropriate strategies.</i></p> <p><i>Is able to both support lower ability children and challenge higher ability children.</i></p> <p><i>Has knowledge and understanding of equality, diversity and inclusion in teaching.</i></p> <p><b>LEARNING TECHNOLOGIES</b></p> <p><i>Consistently demonstrates a high level of skill in using the IWB appropriately in the classroom.</i></p> <p><i>Is able to integrate technologies into daily classroom delivery.</i></p> <p><i>Encourage students to use ICT independently.</i></p> <p><i>Uses the School Intranet to provide resources for students to use at home and to share resources with other staff.</i></p> <p><b>LANGUAGES</b></p> <p><i>English to the level of, or a level comparable to, first language English communicator</i></p>	<p>Experience of using a pupil data tracking system</p> <p>Working knowledge of synthetic phonics</p> <p>Basic Spanish</p>	<p>You may be required to take a language test.</p>
<b>Experience</b>	<p>A minimum of 2 years recent and relevant teaching experience within the last 5 years in the <b>Foundation Stage and / or Key Stage 1/2</b> in the UK, International or bi-lingual School</p>	<p>4 or more years fulltime (post-qualification) recent and relevant teaching experience in Foundation Stage in the UK, an International School or bilingual school</p> <p>EFL/ESL teaching experience</p> <p>Recent experience in delivery of English National Curriculum</p> <p>Key Stage 1</p>	<p>Short listing and interview (to be completed on application form)</p>

		experience  Recent, relevant, professional development in Teaching & Learning	
<b>Qualifications</b>	<p>Relevant teaching qualification such as <b>Qualified Teacher Status</b> or equivalent</p> <p><b>Early Years Level 5</b> or above qualification</p> <p><b>GCSE Maths, English and Science</b> at A*-C grade or equivalent qualifications-</p>	<b>Early Years Level 6</b> qualification or equivalent	<p>Short listing (include date and place of qualification in Application Form).</p> <p>You will be asked to provide original copies of your degree and other qualifications if shortlisted.</p>

Submitted by	Carolina Gopal	Date	28 <sup>th</sup> April 2017
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*Should more than 5 candidates apply for this post, desirable behaviours, skills and knowledge, experience and qualification will be used for shortlisting.*