### Job Description Ref no:

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|  | Role Profile |

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| Job Title | Primary Teacher, British Council School | | | |
| Directorate or Region | Spain | | Department/Country | School |
| Location of post | Madrid | | Pay Band | Local teacher scale |
| Reports to | Head of Section, Section Management Team | | Duration of job | As per Contract |
| ***Purpose of job:***  To teach in the Primary Section of the school as a member of a large department of teachers. To teach following the English National Curriculum guidelines in Primary (or Early Years). To work as a member of the team ensuring high standards of teaching and learning and being involved in developing high quality schemes of work for students to follow. To support the team in achieving excellent academic results.  The teacher may be a tutor to a group of primary students, and this will involve caring for the pastoral needs of the students and communicating with parents.  ***Context and environment:***  *April 2015 - British Schools Overseas Inspection Report – Outstanding in all areas*  We are a British 2-18 private coeducational school with approximately 2000 students on roll. Annual cohorts of over 130 students achieve outstanding success at IGCSE level in year 11. Students then go on to achieve similarly outstanding successes at sixth form, through the Spanish Baccalaureate. Students take up studies at the leading Universities in Spain, UK or USA.  The Early Years Section has approximately 250 students from Nursery and Reception. The school is organised on a unique vertical “Family” structure which places the pastoral education as high priority. Year 1 is housed in the Early Years building, and curriculum management led by the Family Leaders; therefore, the Primary School is an 800 pupil, six-form entry school.  The English National Curriculum is delivered through the medium of English for approximately 80% of the week and the Spanish Curriculum (language and culture) is taught for the other 20%.  It is clearly understood that primary education in this school forms the firm foundation for the outstanding results, both academic and personal, that are achieved by our older students.  School is a happy, vibrant place and pupils delight in attending and participating in the fast routine of lessons, sports, activities and play.  We work hard to develop the student as a whole person and for this reason offer them many opportunities to develop their creative skills in art, dance, drama, music and sport and challenge them to perform in front of live audiences.  The values of caring for others, rising to challenges, loyalty, flexibility and resilience are developed through our pastoral care Family system, where all students not only belong to a tutor group and a year group but work within a Family group, which will give them the chance to work with other students from different year groups and of different ages.  Students can be unique if they have had the opportunity to live through unique experiences, and students are offered opportunities to experience these through projects such as Workshadowing, the Rumania project, BIOOR and BCTV.  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 programme of studies and agreed schemes of work for the relevant Year. * To monitor and assess pupils’ work, using school approved assessment procedures. To use assessment to inform planning and promote continuity and progression in student’s learning. * To keep a regular record of assessment for every student 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 and contribute to school policies under the management of the Head Teacher, Head of Section, and SMT and Middle Leaders. * To work co-operatively as part of the Family group and Primary School. * To work with parents, Family Leaders 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 and facilitate regular communication with them. * To maintain good order and discipline within the class and communal areas, in line with the school’s behaviour policy and code of conduct. * To carry out supervision duties in common areas of school. * To take part in all staff meetings Family meetings and pastoral meetings, sharing expertise and experiences as required. * To attend training sessions and offer feedback from these to SMT as agreed. * To actively seek to develop professionally and complete agreed objectives with your Line Manager in accordance with the School PMPD Cycle * To take part in assemblies, Family Days, concerts, trips (maybe overnight stays) and any other activity as required by Line Managers, SMT. * To take part in any other duties contemplated in the national private schools Agreement (Convenio) as assigned by line manager.   ***Key relationships:***  Family Leaders  Tutors  SMT  Administrative staff  Parents  External visit personnel  Bus company personnel  Catering personnel  Sports club  Peripatetic music teachers  Through school music staff  ***Other important features or requirements of the job***  There are occasional trips locally and staff are required to accompany students. Overseas travel sometimes takes place and staff may be asked to accompany groups.  All staff are invited to support the school in offering students extra-curricular activities. | | | | |
| 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. | | |

**Personal Specification**

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|  | **Essential** | **Desirable** | **Assessment stage** |
| **Behaviours** | ***WORKING TOGETHER (ESSENTIAL)******Establishing a genuinely common goal with others.***  ***A****sk yourself the following:*  *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?*  ***BEING ACCOUNTABLE***  ***(ESSENTIAL)***  ***Delivering my best work in order to meet my commitments***  ***A****sk yourself the following:*  *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?*  ***MAKING IT HAPPEN***  ***(ESSENTIAL)***  ***Delivering clear results for the British Council***  ***A****sk yourself the following:*  *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 high standards?*  *Do I willingly take on challenges?*  **Other behaviours**  **(**Not used in Recruitment and Selection process **)**  ***CREATING SHARED PURPOSE***  ***Communicating an engaging picture how we can work together.  CONNECTING WITH OTHERS***  ***Making regular opportunities to understand others better.***  ***SHAPING THE FUTURE***  ***Looking for ways in which we can do things better.*** |  | Interview only  (Not to be completed on application form)  Not used in Recruitment and Selection process |
| **Skills and Knowledge** | ***CLASSROOM MANAGEMENT***  *Is able to engage all students throughout the lesson.*  *Is able to effectively differentiate the learning of individuals, groups within the whole class setting.*  *Manages learner behaviour by establishing and maintaining a clear positive behaviour framework in the classroom.*  *Promotes critical thinking skills through the use of a range of strategies including effective questioning.*  ***LESSON PLANNING AND ASSESSMENT***  *All lessons are purposeful with clear learning outcomes.*  *Demonstrates a clear understanding of assessment principles and is able to plan and incorporate effective assessment procedures to inform future planning.*  *Is able to embed the effective use of ICT in lesson planning.*  ***SUBJECT KNOWLEDGE AND DELIVERY***  *Demonstrates excellent subject knowledge and can communicate this effectively.*    *Is able to share knowledge and expertise with others.*  *Is an excellent classroom practitioner.*  ***UNDERSTANDING YOUR LEARNERS***  *Is able to identify individual learning needs and implement appropriate strategies.*  *Is able to both support lower ability children and challenge higher ability children.*  *Has knowledge and understanding of equality, diversity and inclusion in teaching.*  ***LEARNING TECHNOLOGIES***  *Consistently demonstrates a high level of skill in using the IWB appropriately in the classroom.*  *Is able to integrate technologies into daily classroom delivery.*  *Encourage students to use ICT independently.*  *Uses the School Intranet to provide resources for students to use at home and to share resources with other staff.*  ***LANGUAGES***  *English to the level of, or a level comparable to, first language English communicator* | In accordance with UK best practices  Basic Spanish | Short listing and interview (to be completed on application form)  You may be required to take a language test. |
| **Experience** | A minimum of 2 years recent and relevant teaching experience within the last 5 years in the primary phase, in a UK, International or bi-lingual school. | EFL/ESL teaching experience with children.  Recent experience in delivery of English National Curriculum  Recent, relevant, professional development in Teaching & Learning | Short listing and interview (to be completed on application form) |
| **Qualifications** | Qualified Teacher Status |  | Short listing (include date and place of qualification is Application Form).  You will be asked to provide original copies of your degree and PGCE if shortlisted. |

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| Submitted by | Joanne Brindle | Date | 7th February 2017 |

*Should more than 5 candidates apply for this post, desirable behaviours, skills and knowledge, experience and qualification will be used for shortlisting.*