



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Secondary School Teacher		
<b>Department:</b>	Education	<b>Section:</b>	Falkland Islands Community School
<b>Reports to:</b>	Head Teacher		
<b>Grade:</b>	Falkland Islands Government Grade – C	<b>Job Code:</b>	

## Job Facts & Figures:

The Falkland Islands Community School is an 11-16 years school with approx. 160 students on roll. Students at the school follow the English National Curriculum in Key Stage 3 and 4 culminating in GCSE or IGCSE.

The school itself is housed in modern, well-resourced building with facilities which include the dual-use Community Library and Community Leisure Centre which is attached to the school. All classrooms are well equipped with ICT and interactive white boards.

## Job Purpose:

To teach specified subjects to GCSE / Level 2 at the Falkland Islands Community School

## Main Accountabilities:

- To carry out the professional duties of a teacher as detailed in the Teachers' Standards in order to maintain high professional standards.
- To implement agreed school policies and work to the school aims as outlined in the School Improvement Plan
- To teach lessons as directed by the SLT to include tutor periods, PSHE and cover as needed.
- To carry out all other reasonable duties assigned by the Head teacher / Deputy Headteacher.
- Participate in staff meetings, consultation and open evenings and other school-based activities which may take place outside of the teaching day and participate in and/or contribute to extra-curricular activities.

### Professional Development

- Development and lead a curriculum area and contribute to any relevant INSET.
- A commitment to own and others' CPD and willingness to share good practice.

### Teaching and Curriculum

- Contribute to the development of a broad and balanced curriculum.
- Deliver high quality lessons that provide effective learning.
- Develop or contribute to the development of subject specific scheme of work.
- Have an in depth knowledge of and follow the specification for agreed courses at KS4 and programmes of study for KS3.

### Monitoring and Assessment

- Monitor, assess and record student attainment within the prescribed timescales, providing feedback and setting targets for further development in order to raise student achievement; provide regular reports to parents on progress made. To produce all documentation in a timely manner
- Adhere to school's policy and expectations for the marking assessment and feedback of students work
- Set clear targets based on prior attainment and evaluate outcomes.



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## Main Accountabilities (*Continued*):

### Inclusion

- A commitment to inclusion.
- To liaise with the SENCO & other relevant professionals in order to develop appropriate approaches to SEN within the classroom.
- Maintain a positive, challenging and effective learning environment
- To manage the effective use of support staff.

### Relationships

- To collaborate on a professional level with colleagues, establishing and maintaining productive relationships with them in order to promote mutual understanding in respect of the needs of the Secondary sector.
- To maintain strong relationships with parents and other stakeholders. This includes following school policies on reporting to parents on development, progress and attainment of their children.

### Pastoral

- To be responsible for the associated pastoral and academic care and administrative duties in respect of the students as a Form Tutor as well as the general responsibilities in the school as agreed by the Head teacher.
- To contribute to the wider life of the school and extracurricular activities
- To know and follow Safeguarding procedures.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***

## Criminal Record Checks: (*This post is regarded as a sensitive post*)

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Please ask for a Frequently Asked Questions (FAQ) sheet if necessary.

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Secondary School Teacher		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>			
To be a graduate secondary teacher with Qualified Teacher Status (recognisable in UK) who has completed the statutory induction year as an NQT and is able to demonstrate 2 or more years good or outstanding teaching in the specified subject, post induction year.	✓		A
Higher degree		✓	A
Evidence of attendance and capturing impact from recent & relevant CPD/INSET.	✓		A
Awareness of current UK educational trends and innovations	✓		A/I
<b>Knowledge, Skills and Experience:</b>			
At least three years' recent experience, teaching the specified subject to a good or better standard within the UK or a British curriculum school.	✓		A
Proven ability of working with students of all abilities	✓		A/I/R
Knowledge of child protection and safeguarding	✓		A/I
A commitment to differentiate materials to meet students' needs	✓		A/I/R
Able to monitor, assess, record and report pupils' progress	✓		A/I
Able to create a positive, challenging and effective learning environment	✓		A/I/R
Able to work within and contribute to coaching and mentoring environment	✓		A/I
Able to demonstrate good interpersonal skills and value in shared practice and teamwork	✓		I/R
Ability to communicate effectively (both orally and in writing) to a variety of audiences	✓		I
ICT literate including IWB use	✓		A/I
Proven ability to effectively organise the curriculum with experience of managing a subject budget and deploying resources appropriately.	✓		A/I
Experience of preparing and administering examination work at KS4	✓		A/I
Ability and willingness to teach mixed ability classes	✓		A/I



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<b>Person Specification:</b>	Secondary School Teacher		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience: (Continued)</b>			
Willingness to deliver extra-curricular activities.	✓		A/I
Experience of teaching pupils with varying special educational needs		✓	A/I
Knowledge & ability to support computing as applicable to your curriculum area		✓	A/I
Experience of teaching pupils for whom English is an additional language		✓	A/I
Experience of using computers to record progress and produce reports		✓	A/I
Experience of effective management of support staff		✓	A/I
Experience of being a pastoral tutor		✓	A/I
<b>Personal Attributes:</b>			
Clear, confident and articulate	✓		I
Positive, enthusiastic, approachable, committed and independent	✓		I
Organised	✓		A/I
Professional teacher who inspires trust and confidence	✓		A/I
Demonstrates ability to establish and develop effective relationships with parents and the community	✓		A/I
Clear ability and evidence of working effectively as a member of a team	✓		A/I/R
Willingness to take extra-curricular activities	✓		A/I
Ability to motivate self and others	✓		A/I
Ability to contribute to community life		✓	A/I
Willingness to be involved in cross-phase development	✓		A/I

## Method of assessment:

A - Application Form  
 I - Selection Interview  
 R - Reference