Job Description and Person Specification

Job Title	Part Time Subject Teacher – Norwegian A (3.5 hours per week)
Salary	£4,314 - £7,301 dependant on experience
Responsible to	Faculty Head, Group 2
Key Contacts and Relationships	Students, Leadership Team, Faculty Head, Faculty team, Head of Tutors, IB Co-ordinator, all college employees, parents, University Guidance Team

Job Purpose

- To promote student learning and be accountable for student progress and development within the specific subject area and to raise standards of student attainment, attitudes to learning and achievement in support of the aims and ethos of the college
- To ensure that excellent standards are maintained and that the Faculty continues to excel and progress
- To clearly and positively communicate the ethos and ideals of the UWC mission and the College in theory and practice

Key Accountabilities	
• Promote and maintain high professional standards within the classroom and wider college community in support of the aims and ethos of the college	• Supports the aims and ethos of the college • Establishes effective working relationships and sets a good example through their presentation and personal and professional conduct • Upholds the college's code of conduct in a consistent, firm and non-confrontational manner • Maintains a purposeful and calm atmosphere in the classroom and other learning areas and consistently applies the college's agreed sanctions and rewards procedures • Takes responsibility for personal development and progression, making full use of the college's development opportunities and training

	• Attends team and staff meetings as appropriate, contributing actively whenever possible • Participates in and fully engages with the college's performance review process • Has an awareness and understanding of teachers' professional duties and legal liabilities
• Provide effective and proactive teaching and learning to students participating in the subject area ensuring that lessons are based on clear learning objectives and that all students make progress.	• Carries out teaching duties in accordance with the college's schemes of work and the defined IB curriculum • Plans and delivers lessons and other learning activities in accordance with the college's teaching and learning policy • Liaises with other colleagues to deliver units of work in a collaborative way and contributes to the production and preparation of schemes of work • Is aware of and makes provision for students who have particular individual needs e.g. ALN, very able, etc • Sets targets for student attainment levels using prior achievement data • Sets work for students absent from lessons in line with the college's policies • Works towards or maintains the teaching standards applicable • Supervises Extended Essays as and when required
• Promote, support and participate in the college's co-curricular programme in order to ensure students engage with the UWC Mission	• Carries out community and either physical or creative activity on a weekly basis in accordance with the College's expectations • Provides clear direction to students • Promotes positive and constructive attitudes in students • Sets targets for student attainment levels using prior achievement data • Works co-operatively with colleagues
• Assess, record and report on student performance in accordance with college policy and practice	• Maintains rigorous and accurate records, including students' attainment, attendance, homework set and outline lesson plans • Marks and returns work in line with the college's assessment policy, including feedback for improvement and progress for each student • Provides assessment reports when periodically required within the college's

	assessment cycle and additional “round robin” reports when specifically requested • Ensures that suitably differentiated material and learning pathways are provided to challenge all students at the appropriate level, regardless of their ability • Assists the Head of Faculty in carrying out suitable evaluation and analysis of examination results and performance at the beginning of the academic year and agreeing corrective actions resulting from the evaluation and analysis
• Provide effective and proactive pastoral care for students in order to promote the general progress and well-being of individual students	• Successfully acts as a tutor to an assigned group of students • Successfully builds relationships with students and is available when needed to listen and offer support and encouragement • Liaises with the pastoral team to ensure the implementation of the college’s pastoral system • Alerts appropriate colleagues to problems experienced by students and makes recommendations as to how these may be resolved

Person Specification Norwegian Teacher (Part Time)								
	Essential	**How Assessed**			**Desirable**	**How Assessed**		
		Application Form	**Interview**	**Assessment Centre**		**Application Form**	**Interview**	**Assessment Centre**
Qualifications	1. Recognised teaching qualification	X	X		1. Higher degree or further qualification	X		
	2. A degree (or qualification to the equivalent of degree level) in the specialist subject or a related subject	X	X		2. The ability to drive (or learn to drive) a minibus	X		
	3. Evidence of personal commitment to continuing professional development	X						
Experience and Knowledge	4. Subject specific teaching experience and the ability to teach the IB Higher Level and IB Standard Level course			X	3. Knowledge and experience of working with the IB curriculum	X		
	5. Experience and knowledge of working with sixth-form age students in a teaching and learning environment		X		4. Experience of working in an international setting	X		
	6. Demonstrable passion and detailed knowledge of subject area		X	X	5. The ability to offer activities aligned with the college's co-curricular programme	X		
	7. The ability to adapt personal teaching style to suit a student body made up of 15 – 19 year olds from different educational systems and cultures	X	X	X				
	8. A willingness to undergo training in an area of the college's co-curricular programme and gain knowledge, experience and qualifications		X					

Skills and Abilities	9. The ability to use appropriately a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students	X		X				
	10. Ability to set clear and appropriate targets, feedback to students and make use of assessment information to promote each student's attainment and progress, and to plan future lessons	X		X				
	11. The ability to communicate effectively (written and verbal) to a variety of audiences	X	X	X				
	12. The ability to differentiate tasks appropriately and meet deadlines	X	X	X				
	13. Internationally-minded with a demonstrable passion for and deep understanding of the UWC mission and the identity of the college, including the ability to clearly and positively communicate the ethos and ideals of the college in theory and practice		X					
	14. A professional approach to work with an ability to build strong rapport with a broad spectrum of people e.g. students and colleagues		X	X				
	15. A demonstrable ability to successfully create, motivate and inspire students			X				
	16. The ability to encourage and maintain a good standard of discipline in the classroom through well focused teaching, positive relationships and good classroom management	X	X	X				
	17. The statutory requirements of legislation concerning equal opportunities, health and safety, ALN and Child Protection		X					

Personal attributes	18. Commitment to the promotion of equality and diversity and operating in a safe and healthy requirement	X	X					
	19. Commitment to continuous personal improvement	X	X					
	20. Flexibility to work outside the normal working week	X	X					
	21. Commitment to the safeguarding of children and young adults	X	X					
	22. Determination to encourage the highest quality of learning experience for all students			X				
	23. A proactive and adaptable approach with a 'can-do' attitude		X	X				
	24. The ability to successfully work independently, under own initiative and as part of a team		X	X				
	25. Passionate about teaching and learning and able to enthuse and reflect upon experience		X	X				