



This job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

The offer of appointment is subject to satisfactory references and an Enhanced Criminal Records Bureau disclosure or equivalent and Health check.

JOB DESCRIPTION

Position: SECONDARY SCHOOL TEACHER

Accountability: Secondary School Teachers are directly accountable to their Head of Department

A. Key Qualities and Competences:

1. Core Purpose:

- Ensure that students are safe, secure, and happy within the learning environment in line with Every Child Matters, the Health & Safety Policy, and the Child Safeguarding Policy
- Ensure the highest possible standards of teaching and learning are maintained

2. Qualifications/Requirements:

- Relevant degree and teaching qualification
- Minimum two years teaching experience (preferable)
- Up-to-date DBS/Police Check
- English language proficiency – Staff are required to use English at all times during school hours and at school events
- Computer literacy

3. Specific Job Requirements:

- Exemplary teaching practice
- A high level of knowledge relating the curriculum of the subject area being taught
- Ability to relate positively to students, staff, and parents
- Belief in a "Team Approach"
- Skills relevant to planning, teaching, and extracurricular activities
- Ability to use ICT in regard to teaching
- Effective time management skills

4. Scope and Purpose of the Position:

- Ensure welfare of students
- Ensure high standards of teaching and learning
- Ensure the highest possible standards of education of the pupils for whom the teacher has responsibility – socially, emotionally, physically, intellectually and aesthetically
- Ensure continuity of policy and curriculum throughout the school
- Ensure students are using English within the class (unless an MFL class)
- Encourage students to use English during breaks and on school trips.
- Contribute to the whole school Self-evaluation and development as an on-going process



B. Key Tasks and Responsibilities:

1. Operational

- Support the mission, vision and aims and policies of the school and to encourage students to also
- Comply with the school timetable: Mon-Thurs 08:15-16:15, Fri 08:15-15:15
- Perform your responsibilities in accordance with the Internal Regulations
- Support the Head of Secondary to develop and review resources, schemes of work, marking policies, assessment, and teaching and learning strategies in regard to the area/s taught
- Oversee day-to-day management, control and operation of course provision within the classroom
- Implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- Ensure that Health and Safety Policies and Practices, including Risk Assessments are in-line with national requirements and are updated when necessary

2. Curriculum

- Liaise with the Head of Secondary to ensure the delivery of an appropriate, comprehensive and high quality curriculum programme which complements the School Development Plan
- Support the Head of Department in the development and delivery of the curriculum
- Keep up to date with and respond to international developments in the subject area and teaching practice and methodology

3. Teaching:

- Undertake an appropriate programme of teaching, adopting a multimedia approach and a variety of activities to stimulate and complement the variety of learning styles in the classroom
- Plan, prepare and deliver lessons, including preparing and marking homework
- Mark work, giving appropriate feedback and maintaining records of pupils' progress and development
- Adhere to the homework timetable
- Give out a course outline to the students at the start of each year
- Give out Standards Booklets to IGCSE/A LEVEL students at the start of the year setting clear bench for grades with examples of work at each level for students to use a point of reference
- Establish the process of the setting achievable, agreed targets using the IBSB standardised target sheet with students, and monitor their progress with effective and frequent feedback
- Create displays in the classroom that are stimulating and attractive
- Preparing pupils for examinations and administer, invigilate, and mark them as required
- Keep up-to-date with developments in your subject area/s, teaching resources, and methods, and make relevant changes to planning and teaching as appropriate

4. Quality Assurance:

- Follow common standards of teaching practice in order to ensure effective teaching and learning
- Seek/implement modification and improvement where required
- Ensure that quality procedures meet the requirements of Self-evaluation and the School Development Plan
- Collect, analyse, and evaluate performance data provided and take appropriate action in response
- Provide the Head of Secondary with assessment data as required
- Undergo regular observations, carry out peer observations, and participate in regular in-service training as part of CPD (Continuing Professional Development)
- Maintain reflective teaching practices
- Prepare for and attend Performance Management Review Meetings with the Head of School/Deputy Head of School/ Head of Secondary on a bi-annual basis

5. Communication:

- Attend regular/monthly departmental meetings, staff meetings, and parents' evenings as required
- Ensure the Head of Department/Key Stage Coordinator is informed about any concerns you have regarding student welfare or progress
- Maintain effective communication with parents
- Maintain collegial relations with staff



6. Marketing and Liaison:

- Provide the office with information required for marketing purposes in regard to assigned areas of responsibility

7. Pastoral System:

- Undertake pastoral duties and support pupils on an individual basis through academic or personal difficulties
- Be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer
- Ensure the Behaviour Management System is implemented effectively in accordance with expectations so that effective learning can take place and staff and students feel safe and secure
- Liaise with other professionals, such as learning mentors, external trainers, educational psychologists, and education welfare officers
- Contribute to PSHE, citizenship, enterprise and other cross-curricular issues according to school policy

8. Other Specific Duties:

- Play an active role in the life of the school community, contributing to and attending all school events as required
- Continue personal professional development as agreed
- Engage actively in the performance review process
- Comply with Health and Safety Policy and undertake risk assessments as appropriate.
- Set a good example in terms of collegiality, dress, punctuality, attendance and meeting deadlines
- *Undertake any other duty requested by the Secondary School Head Teacher in regard to performing the role of class teacher not specifically mentioned in the above*

9. Accountability

- Secondary School Teaching Staff are directly accountable to Head of Department, with an annual performance review carried out by the Head/ Deputy Head of Primary and Head of Department.

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