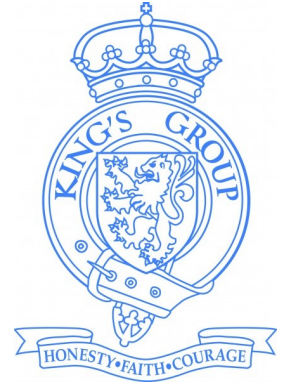


King's College School

La Moraleja

JDLM22 Job Description



Secondary Teacher

Background

The original King's College, Madrid (in Soto de Viñuelas) was founded over 40 years ago in 1969. Further King's schools opened up in both Madrid (King's Infant School, King's College School La Moraleja) and outside Madrid (Alicante and Murcia) as well as in the UK, St. Michael's College in Tenbury Wells. The newest addition in Panama opened in September 2012.

Job purpose:

- Implement and deliver the UK National Curriculum according to the age, aptitude and abilities of the pupils being taught;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and members of the Board of Directors.

Key Responsibilities and Accountabilities:

Curriculum

- Plan, prepare and deliver schemes of work in accordance with school policies and guidelines;
- Maintain a working knowledge of National Curriculum documents;
- Maintain records of pupils' progress including all statutory documents required by the UK Department for Education or the Spanish Ministry of Education;
- Ensure that planning, preparation, recording, assessment and reporting meet the varying learning and social needs of each child;
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- Be able to set clear targets, based on prior attainment for pupils' learning;
-

Member of HMC, COBIS, NABSS, BSA, CICAIE

Administration: Avenida Pío XII 92, Madrid, 28036 Spain

- Provide a stimulating classroom environment in which to foster effective teaching and learning, and where resources can be accessed appropriately by all pupils. (This includes corridor areas immediately adjacent to the classroom);

Pastoral

- Be aware of the physical and emotional well-being of pupils and the need to respond to particular situations;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour and uniform policies;
- Communicate and cooperate with specialists and/or outside agencies, e.g. school nurse, educational psychologist;

Support the Head of PE and Head of Section in helping out with inter-house competitions

Administration and organisation

Understand and implement:

Regulations and correct procedures relating to attendance registers

Emergency and evacuation procedures

Health and safety policies

Playtime and lunchtime supervision

All curriculum policies

Any other organisational policies or agreed procedures or guidelines;

- Administer, supervise and, where necessary, assess the appropriate NC tests;
- Conduct standardised or other tests when required and document pupils' performance;
- Participate, when required, in the assessment of potential new students according to the King's College admissions process;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Liaise with colleagues to enable satisfactory transfers of children within the school, or to and from other schools;
- Support major school events;
- Lead or participate in school visits and extra-curricular activities wherever possible;
- Lead and supervise support staff, voluntary helpers or students within the classroom;

- Participate in the performance management system for the appraisal of their own performance or that of other teachers;
- Attend and participate in training days;
- If the teacher speaks Spanish, they may be asked to assist with translation or interpreting, when required;
- Attend and participate in training days;
- If the teacher speaks Spanish, they may be asked to assist with translation or interpreting, when required;

Person Specification

Essential

Qualified Teacher Status

Desirable

- Evidence of continuous INSET and commitment to further professional development
- Be able to teach in areas outside their first subject, at KS3 level.
- Contribute meaningfully to extracurricular ,enrichment and school events programmes