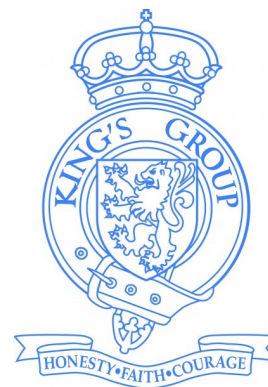


King's College

The British School of Murcia



JDMURCO3 Job Description

Secondary School Teacher– Business Studies KS3, KS4 & KS5)

Background KS

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.

Responsible to:

Head of Secondary

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.

Responsibilities and Duties

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;
- 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);

- Monitor progress and effectiveness of class work and evaluate and modify as necessary;
- Report to parents on the development, progress and attainment of pupils;

Support initiatives decided by the Board, Headmaster, Heads of Department and staff;

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;

- 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;
- Undertake any other reasonable requests by the Head or other line manager.

Particular responsibilities

Form Tutor

- Take responsibility for monitoring the attendance, academic performance and progress of all students in the class, liaising with other subject teachers as appropriate.
 - Maintain overall records of attainment for each student and coordinate the completion of all required reports.
- Be responsible for the pastoral care and help to maintain high standards of behaviour of each student in the class.

Subject responsibilities

- Plan and deliver the schemes of work in the assigned subjects and classes ;
- Ensure continuity and progression in those subjects within the middle school and plan for their development up through KS4 and KS5;
- Ensure effective progression and communication with other Key Stages ;
- Give advice and information to colleagues where possible;
- Undertake to provide or arrange in-service training for colleagues;
- Feed back from courses taken;