**Post: Teacher of Various A-Level Subjects**

Reporting to: 1. Deputy Head (Academic)

2. Headmaster

Prior Park Schools

Prior Park School Gibraltar opened in September 2016, becoming the latest Prior Park School (PPS), a family of three independent but interdependent day and boarding schools. Two of the schools are set in the beautiful South West of England: Prior Park College, the senior school and The Paragon, the junior school, both in Bath. Prior Park School is set high up in the Old Town of Gibraltar in a newly-refurbished and resourced building with beautiful views across the bay to Spain and Africa. There are some 340 staff across PPS. Each school provides high achieving, co-educational, Christian education. The heart of PPS is the encouraging Catholic/Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate and independent minded young people.

The Posts

The Governors are delighted to confirm the opening of a new Sixth Form at Prior Park School, in Gibraltar. The school which is Gibraltar’s only senior independent school, opened in September 2016 and operates in a newly-renovated building from the former Sacred Heart campus, located in Gibraltar’s picturesque Old Town.

We are now inviting suitably qualified, innovative and inspirational professionals who can teach A level subjects, in addition to contributing to the KS3 and GCSE curriculum, to apply for positions available from September 2018.

The addition of our proposed A level curriculum requires teachers with the following specialisms:

Computer Science

Mathematics

Biology

Psychology

History

Modern Foreign Languages (French)

Religious Studies

Drama and Theatre Studies

Economics and Business Studies

Candidates who additionally possess the ability to teach other KS3/GCSE subjects are highly desirable.

Both part-time and full-time positions will be available and applicants should make clear their preference for this on the application form.

The Role

The successful candidates will be required to teach their subject to A level. In this post you will be required to:

* prepare engaging lessons as indicated by the schemes of work;
* set and mark work regularly, and according to the agreed principles as laid down by the department and school marking policies;
* liaise with faculty technicians in advance of practical lessons;
* maintain a high level of discipline within the classroom environment and ensure the safety of students;
* participate in the setting/marking of internal exams;
* prepare written reports on all pupils as directed;
* attend parent/teacher meetings to discuss progress of individual students;
* attend the induction programme;
* participate in the system of appraisal;
* identify their own training needs in consultation with their Head of Department or Line manager;
* undertake other duties throughout the school as directed by the Headmaster;
* ensure they are familiar with the Common Room Handbook and school guidance policies;
* be aware of, and act in accordance with, school Health and Safety policies (as set out in the Health and Safety Manual);
* be committed to the highest standards of child protection;
* Assess homework and coursework, set and mark tests and provide appropriate feedback.
* Maintain records and writing academic reports;
* Attend parents evenings and where appropriate holding meetings with parents to discuss student progress;
* Contribute to schemes of work and working to the guidelines provided, planning lessons carefully and regularly setting and marking written work;
* Act in accordance with advice from the SENCO, the Medical team and Pastoral team/House leaders on the best approach to individual students;
* Participate in the system of cover for absent colleagues. (Note: Full-time staff cover for part-time staff in their absence. Part-time staff are reasonably expected, therefore, to play their part in covering for absent colleagues).

Please note that this list is not exhaustive and other additional, reasonable tasks falling within capabilities of the post holder may be required, depending on the needs of the school.

Personal and Professional Specification

The ideal candidate will display the following attributes:

* Continuous updating knowledge and expertise; willingness to learn;
* Willingness to make an active contribution to the policies and aspirations of the School;
* Keenness to take responsibility for professional development and to use the outcomes for their own benefit and that of the school;
* Willingness to train, coach and support colleagues; encouragement and motivation of others to perform to the best of their abilities;
* Ability to plan (short, medium and long term), prioritise and manage time well ensuring decisions are implemented; anticipation of problems and challenges, viewing them as an opportunity to do something different and creative;
* Willingness to take on challenges;
* Keenness to seek feedback and the ability to remain positive when challenged or criticised;
* The ability to assimilate different types of information, come to logical conclusions, identify options and make sound judgements; persistence in looking for new and improved ways of doing things.
* Drive to achieve the best possible results with the time and resources available; high expectations in the tasks and objectives set for themselves and others;
* Ability to work under pressure, managing a variety of tasks without becoming overly distracted by one key task at the expense of others;
* Effective communication skills selecting and using appropriate media to communicate (good ICT skills);
* Good listening skills and the encouragement of others to contribute their views; the transference of information to relevant people; skills in presenting a convincing argument;
* A willingness to work beyond the contracted hours;
* The ability to negotiate and agree a way forward;
* Confidence, resilience and the ability to keep a sense of proportion in a range of situations; Good role model in behaviour, personal standards and hygiene;
* Loyalty and integrity. Willingness to accept the authority of line managers;
* Discretion and the ability to keep confidentiality.

Induction, In-Service Training (INSET) and Appraisal

Teachers are required to:

* attend the induction programme as required by the Deputy Head
* participate in the system of appraisal
* identify their own training needs in consultation with the Deputy Head
* ensure they are familiar with the Common Room Handbook and school guidance policies
* be aware of, and act in accordance with, school Health and Safety policies (as set out in the Health and Safety Manual).

Pastoral role and wider contribution

Teachers will:

* act as House tutors (unless their other roles/duties preclude this), being part of a team reporting to a House Leader and making a full contribution to the House. This role involves routine registration, monitoring of academic progress and general welfare, conducting and generating pastoral sessions, supervision of and supporting House events
* contribute to the extra-curricular programme of the school. For example, it is expected that all teachers run at least one activity per week (4.00 – 5.45pm) every term. Again, support for General Studies, evening events, occasional weekend activities and the Pastoral Programme is expected.
* Take part in games and community activities (such as CCF/Prior Passport/D of E, school trips), including some supervision duties
* Discharge necessary routine duties, such as Dining Hall and queue supervision, and cover for colleagues and contribute to the good order of the school
* Teachers will be expected to lead and co-ordinate morning prayers as a minimum delivering the House or year group prayer at morning tutor group registration.
* Offer a positive example in all that they do and provide a professional presence at all times.

Salary

Prior Park School operates its own pay scale. The salary will be offered according to experience.

Child Protection

Prior Park Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service and/or the equivalent criminal record check in Gibraltar.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School’s interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1998 and staff must not at any time use the personal data held by the school or disclose such data to a third person.