

King's College School

La Moraleja

JDLM21 Job Description



Primary Cover 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:

The Primary Cover Teacher will:

- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs and adhere to school requirements;
- 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 senior staff;
- Ensure that the current national conditions of employment for schoolteachers are met.

Responsible to:

Head of Primary

Key Responsibilities and Accountabilities:

Curriculum

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and other delegated staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning or as frequently as required;

Member of HMC, COBIS, NABSS, BSA, CICAIE

Administration: Avenida Pío XII 92, Madrid, 28036 Spain

- Report to parents on the development, progress and attainment of pupils;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Lead, organise and direct support staff within the classroom (if appropriate);
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Person Specification

Qualified Teacher Status; Desirable evidence of continuous INSET and commitment to further professional development

The Class Teacher should have knowledge and understanding of:

- the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);
- statutory National Curriculum requirements at the appropriate key stage;
- the monitoring, assessment, recording and reporting of pupils' progress;
- the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;
- effective teaching and learning
- The Class Teacher will be able to:
- promote the school's aims positively, and use effective strategies to monitor motivation and morale;
- develop good personal relationships within a team;
- establish and develop close relationships with parents, governors and the community;
- communicate effectively (both orally and in writing) to a variety of audiences;
- create a happy, challenging and effective learning environment

Personal Characteristics:

- Approachable
- Committed
- Empathetic
- Enthusiastic
- Organised
- Patient
- Resourceful