King's College

The British School of Alicante

JDBSA15Job Description

Secondary Physics 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.

King's College, Alicante

The school opened in 2000 as part of the British Council and was subsequently taken over by a group of founding parents. King´s Group became involved with the school in 2003 in an advisory and regulatory context, and the school became a full member of the King´s Group in 2010.

The school is three-form entry in the Early Years and Primary, moving into Secondary where there are a mixture of 2 form and 3 form cohorts. The school is very popular and has a growing reputation internationally. The overall roll is expected to reach 1,000 in the next few years.

Job purpose

Under the reasonable direction of the Head of Secondary School, carry out the professional duties of a school teacher as set out in the current Teacher Standards. Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate. Monitor and support the overall progress and development of students as a teacher/ Form Tutor. Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. Contribute to raising standards of student attainment.

Key Responsibilities and Accountabilities:

Teaching

- Set high standards and expectations which inspire, motivate and challenge students.
- Promote good progress and outcomes for students.
- Demonstrate good subject and curriculum knowledge, including examination specifications.
- To teach to the highest standard.
- To promote a level of learning and children's intellectual curiosity.
- Teach, students according to their educational needs, including the setting and marking of work and homework.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

- Ensure that ICT, Reading, Writing, Communication and Maths, and Social, Moral, Cultural and Spiritual developments are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures, including marking of classwork and homework.

Strategic / Operational Planning

- Assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- Contribute to the curriculum area and department's development plan and its implementation.
- Plan and teach well-structured lessons that cater to the abilities and needs of all students.
- Contribute to the design and provision of an engaging curriculum within the relevant subject areas.

Curriculum Provision

- Assist the AHT and Lead Practitioner, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.
- Be a Google Certified Educator (within one calendar year of appointment) and contribute positively to the school's Digital Learning Programme.

Staffing

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management process.
- Ensure the effective/efficient deployment of classroom support where available.
- Work as a member of a designated team and contribute positively to positive working relations.
- Undertake lunchtime duties as designated by the appropriate Assistant Head
- Cover for absent colleagues as and when required by a member of the Secondary School SLT.

Quality Assurance

- Help to implement school´s quality assurance procedures and adhere to those procedures.
- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- Review methods of teaching and schemes of work.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school and department.
- Participate positively in peer observation and development programmes.

Management

- Maintain appropriate records and provide relevant accurate and up-to-date information for MIS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use this information to inform teaching and learning.
- Assist the AHT or Lead Practitioner to identify resource needs and to contribute to the efficient/effective use of physical resources and the annual budget process.
- Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

Communication & Liaison

- Communicate effectively with the parents of students as appropriate and in a polite, professional and timely manner.
- Where appropriate, communicate and cooperate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

Pastoral System

- Be a Form Tutor and mentor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with the Key Stage Leader / Assistant Key Stage Leader to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of action plans and progress files and other reports and references.
- Alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- Consistently apply the school's behaviour management systems so that effective learning can take place.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Actively promote the school's corporate policies.
- Comply with all school's policies paying particular regard to those on safeguarding, whistle blowing and health and safety.

Person Specification

Selection Criteria	Essential	Source
Qualifications		
Good honours subject degree	✓	A
Qualified Teacher status		A
Evidence of continued personal and professional development	✓	A
Experience		
Recent experience of working with students across the secondary age range incl GCSE and A level	✓	A R
Recent experience in raising students' attainment	✓	A R I
Knowledge and Skills		
A passion for learning and an outstanding teacher	✓	A R I
Secure commitment to a clear vision for the department and the school	✓	A R I
Ability to match children's needs in terms of curriculum, spiritual, personal and social development	✓	A R
Understanding and commitment to the delivery of Quality First Teaching	✓	A I T
Understanding and awareness of current educational developments and the implications of relevant educational legislation	✓	A
Work as part of a team	✓	A R I
Motivate and inspire students and parents	✓	A R I
Knowledge of all necessary assessment, recording and reporting	✓	A
Communicate effectively, orally and in writing for a range of audiences and purposes	✓	A R I
Manage good communications systems	✓	A R I
Excellent ICT skills	✓	A R I
Google Certified Educator (within one calendar year of appointment)	✓	A R I
Corporate Responsibility		
Commitment to comply with the school's policies	✓	A R
Commitment to continue personal development in relevant area	✓	A
Commitment to participate in the staff review and development process	✓	A R
Commitment to raising standards for all staff and students	✓	A I
Commitment to equal opportunities and inclusion	✓	A I
Commitment to participation in the full life of the school	✓	A
Personal Qualities		
Tact and a sense of humour	✓	I
Resilience	✓	R I
Deal sensitively with people and resolve conflicts	✓	R I
Ability to get the best out of people	✓	R I
High levels of motivation and commitment	✓	A R I
Ability to work under pressure and meet deadlines	✓	A R I
Achieve challenging professional goals	✓	A
A willingness or ability to speak Spanish or learn the language	✓	I
Application		
Accurate completion of school application form	✓	A
Personal statement that addresses person specification, evidence in letter and application	✓	A
Technically accurate in terms of spelling, punctuation and grammar	✓	A
Legally entitled to work in Spain	✓	A
Provision of all necessary documentation to ensure compliance with the school's safeguarding and safer recruitment procedures	✓	A

A = Application I = Interview R = References T = Task / Observation