

LOCATION	International College Spain
JOB TITLE	Secondary Teacher DP and MYP
JOB PURPOSE	<p>Ensure students make outstanding progress in their learning by;</p> <ul style="list-style-type: none"> • Providing an inspiring and effective education in the relevant curriculum areas • Engineering and exploiting opportunities to enhance student wellbeing and positive attitudes to learning • Building trusting and honest relationships with parents through timely and effective communications • Creating inspiring and safe learning environments that encourage innovation and risk taking and celebrate Equality Diversity and Inclusion • Acting to support colleagues within your teams, the wider school and in our multiple communities • Committing to Continuing Professional Development to enhance practice and increase impact on student learning • Playing an active and positive role in promoting a school culture based on Excellence, Respect and Service
REPORTING TO	Head of Subject Group
OTHER KEY RELATIONSHIPS	<ul style="list-style-type: none"> • Department members • Grade Level Leaders • Head of Learning Support and Head of EAL • Parents
PACKAGE	Published scale

KEY TASKS AND RESPONSIBILITIES

TEACHING

Providing an inspiring and effective education in the relevant curriculum areas

- Plan effective lessons that reflect the department Unit Planners and all relevant IB criteria and links to NAE partnerships
- Lead lessons which reflect the school's Teaching and Learning Charter and effectively assess student progress in order to provide students with support and challenge where appropriate
- Provide regular verbal and written feedback on learning to students, in line with the school's assessment policy, so that they understand how to make further progress
- Maintain sufficient records of student attainment using official platforms and methodology, in order to track and demonstrate progress in learning
- Participate in curriculum based field trips and cocurricular activities to encourage a deeper understanding of the curriculum area, including NAE Global Campus
- Prepare students for external examinations including determining predicted grades
- Provide students with advice on option choices
- Support named students in undertaking MYP Personal Projects and DP Extended Essays and assessing accordingly
- Participate in Academic Board meeting to support individual students?

PASTORAL

Engineering and exploiting opportunities to enhance student wellbeing and positive attitudes to learning

- Keep regular records of Attendance in lessons
- Report to and liaise with GLL team, SEN, EAL and Counselling Teams to ensure extra support is provided to those students who need it
- Carry out breaktime, lunchtime and before and after school duties as per the school rota
- Report any concerns about children in danger or vulnerable situations to the Safeguarding team
- Mentor older students if and when appropriate
- Upholding school Code of Conduct for students at all time

Role of Tutor

- Undertake the role of Form Tutor, including taking the daily attendance register
- Ensure Daily Wellbeing Time and PSHE lessons are effective
- Build relationships and trust with students
- Support the assemblies programme through personal presentations and helping prepare class assemblies
- Support tutee transition in to and out of ICS
- Support tutees with CAS or SAA responsibilities

PARENTS

Building trusting and honest relationships with parents through timely and effective communications

- Complete regular reports and attend arranged conferences, as per the school calendar
- Maintain ongoing records of student attainment on ManageBac, as per the school Assessment Policy
- Undertake, proactive, informal communication, including positive updates
- Promote the outstanding practice of yourself, your teams and the whole school, through newsletters, yearbook and social media posts and informally through all conversations
- Support the admissions team with open days

ENVIRONMENT

Creating inspiring and safe learning environments that encourage innovation and risk taking and celebrate Equality Diversity and Inclusion

- Ensure a positive attitude to learning in all lessons by all students through planning carefully for classroom management and following up any concerns as per the school Behaviour Policy
- Ensure that the organization of classrooms is conducive to learning and that classroom displays are used to aid teaching and learning or to celebrate student success
- Report any Health and Safety or IT issues to the relevant teams in a timely manner
- Ensure that all students are treated with equity, that diversity is celebrated and inclusion is realized at all times in every classroom

TEAMWORK

Act to support colleagues in our multiple communities

- Support the Head of Subject Group with the planning and execution of Department Development Plans
- Support the Head of Subject Group with Curriculum development, including the creating, discovering and sharing of materials, teaching ideas and ed tech resources
- Provide suitable material ensure your lessons can be covered effectively in the event of absence
- Take an active part in department meetings in order to develop the department to the full

- Support the school in undertaking NEASC accreditation visits and IBO review visits
- Cover the classes of absent colleagues as per the school Cover Policy
- Support the school in undertaking the NAE Self Evaluation process
- Support to universities counselling team in preparing students for making applications or attending interviews
- Support NAE Global and Regional Events and initiatives
- Play an appropriate part in the development of the IB as an organization and in developing curricula

PROFESSIONAL DEVELOPMENT

Committing to Continuing Professional Development to enhance practice and increase impact on student learning

- Utilise feedback from lesson observations, data analysis and student voice to strive for improved practice and impact
- Keep up to date with changes to the relevant subject matter, changes to MYP and DP curriculum requirements and subject specific teaching approaches
- Keep up to date with thinking regarding student wellbeing and pastoral care
- Actively engage with relevant training available on NAU and through IB workshops and cascade to team members
- Actively engage with the NAE Performance Management process through Success Factors
- Look for opportunities to support NAE working groups or initiatives
- Support the Professional Development of others across the organisation

PROMOTOING SCHOOL CULTURE

Playing an active and positive role in promoting a school culture based on Excellence, Respect and Service

- Embody the ICS Values of Excellence, Respect and Service at all times
- Embrace the twin concepts of Responsibility and Accountability at all times
- Treat all members of the ICS community with respect and curtesy
- Exhibit outstanding attendance and punctuality at school
- Be punctual in meeting school deadlines and attending meetings
- Uphold the standards and expectations set out in the ICS Code of Conduct for staff
- Operate at all times within the stated policies and practices of the school

OTHER

- To engage and commit to professional learning and personal development as part of the company's investment in staff as the key resource in the organisation.
- Meet statutory responsibilities and company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.
- To promote and adhere to the Company Vision and Values:
- **Opportunity** – For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
 - Any other appropriate duties as allocated by the Principal

PERSON SPECIFICATIONS

Qualifications/Training

▪ QTS/PGCE, or equivalent teaching qualification	Essential
▪ Experience of A Level, AP, IB MYP or IB DP, at least 2 years' experience	Essential
▪ Bachelor's degree in Humanities related subject	Essential
- Evidence of personal commitment to continuing professional development	Essential
Experience / Knowledge	
▪ Knowledge and experience of working with IB curricula	Desirable
▪ Experience of working in an international setting	Desirable
▪ Demonstrable passion and detailed knowledge of subject areas	Essential

<ul style="list-style-type: none"> ▪ The ability to adapt personal teaching style to suit a student body coming from different educational systems and cultures 	Essential
<ul style="list-style-type: none"> ▪ Ability to set clear and appropriate targets, feedback to students and make use of assessment information to promote each student's attainment and progress, and to plan future lessons. 	Essential
<ul style="list-style-type: none"> ▪ A willingness to undergo training in an area of the school's co-curricular programme and gain knowledge, experience and qualifications. 	Desirable
<ul style="list-style-type: none"> ▪ Contribution to the teaching of Theory of Knowledge course 	Desirable
<ul style="list-style-type: none"> ▪ Experience in full time teaching 11-16 year olds in schools 	Essential
<ul style="list-style-type: none"> ▪ Experience in full time teaching 17-18 year olds in schools 	Desirable
Skills	
<ul style="list-style-type: none"> ▪ The ability to communicate effectively (written and verbal) to a variety of audiences. 	Essential
<ul style="list-style-type: none"> ▪ A demonstrable ability to successfully create, motivate and inspire students. 	Essential
Personal Attributes	
<ul style="list-style-type: none"> ▪ Internationally minded with a demonstrable passion for and deep understanding of the ICS mission and the identity of the school, including the ability to clearly and positively communicate the ethos and ideals of the school in theory and practice. 	Essential
<ul style="list-style-type: none"> ▪ Passionate about teaching and learning 	Essential
<ul style="list-style-type: none"> ▪ High levels of personal integrity. 	Essential
<ul style="list-style-type: none"> ▪ Excellent organisational and time-management skills 	Essential
<ul style="list-style-type: none"> ▪ Attention to detail 	Desirable
<ul style="list-style-type: none"> ▪ Ability to work under pressure and remain calm 	Essential
<ul style="list-style-type: none"> ▪ Willingness to take on multiple tasks 	Essential
<ul style="list-style-type: none"> ▪ Proactive and able to prompt others to ensure deadlines are achieved 	Essential
<ul style="list-style-type: none"> ▪ Self-motivated and enthusiastic with a "can-do" attitude 	Essential
<ul style="list-style-type: none"> ▪ Ability to work independently, under own initiative and as part of team 	Essential
<ul style="list-style-type: none"> ▪ Continually strive for improvement 	Essential
<ul style="list-style-type: none"> ▪ Adaptability 	Essential