

LOCATION	Nord Anglia International School Dublin	
JOB TITLE	Secondary Teacher	
JOB PURPOSE	To teach a class of pupils ensuring that planning, preparation, recording, assessment and reporting meet their varying learning and social needs. To be flexible and adjust to the needs of an expanding school, actively contributing to its development and growth.	
REPORTING TO	Head of Secondary	
DIRECT REPORTS	N/A	
OTHER KEY RELATIONSHIPS	Secondary and Primary Leadership Teams, Heads of Department and Subject leaders, Teachers .	
KEY RESULT AREA		MEASURES OF PERFORMANCE
<p>KEY TASKS AND RESPONSIBILITIES:</p> <p>Ensuring that the curriculum provides a range of powerful, personalised learning opportunities for students through:</p> <ul style="list-style-type: none"> • Implement agreed school policies and guidelines. • Support initiatives decided by the Principal and 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 term planning in line with school policy. • Report to parents on the development, progress and attainment of pupils in line with the school assessment strategy. • Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy. • Participate in meetings which relate to the school's leadership, curriculum, administration and organisation. • Communicate and co-operate with specialists from outside agencies. • Lead, organise and direct support staff within the classroom. • Participate in the performance management system for the review of your own performance, and that of other teachers as required. <p>OTHER RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Support the life of the school beyond the classroom. • Contribute positively to the morale and community spirit in the school. • Lead one or more agreed extra-curricular activities each week. • Participate in residential weeks and trips as appropriate. • Contribute to whole school learning initiatives during term. • To assist in whole school marketing initiatives and contribute to the growth of the school. • To manage your own effective personal and professional development as part of the Company's commitment to invest in staff as the key resource in the organisation. • Ensure that you meet statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation, policies and procedures. • Any other appropriate duties as allocated by members of the school Leadership team. 		

<ul style="list-style-type: none"> To promote and adhere to the Company Vision and Values: Quality; Commitment; Attitude; Responsibility; Enthusiasm (“Q” CARE) 	
Personal Development <ul style="list-style-type: none"> Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> Improved performance Performance appraisal Personal Development Plan
OTHER <ul style="list-style-type: none"> Promote and embodies <i>The CORE 7 Leadership Capabilities</i>: <ol style="list-style-type: none"> Accountable – Establishes a high performing culture and accepts accountability for organisational performance. Strategic – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction Collaborative – Works collaboratively with others to achieve organisational outcomes Entrepreneurial – Creates organisational value for diverse stakeholders and achieves commercial success Enabling – Drives excellence through valuing and developing others Agile – Achieves personal and organisational success within a changing, dynamic and complex environment Resilient – Demonstrates personal resilience within a demanding environment of high expectations Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation A commitment to safeguarding and promoting the welfare of all pupils. Willingness to undertake appropriate child protection training when required 	<ul style="list-style-type: none"> Valued member of the team and organisation

PERSON SPECIFICATIONS	
Qualifications/Training	
• Teaching degree or qualification with QTS	Essential
• Knowledge and understanding of the IB Middle Years Programme	Desirable
• Evidence of active participation in CPD	Essential
Experience / Knowledge	
• Minimum 2 years teaching experience	Essential
• The monitoring, assessment, recording and reporting of pupils progress	Essential
• The requirements of a class teacher to adhere to all school policies particularly those pertaining to Equal Opportunities, Health and Safety, SEN and Child Protection	Essential
• Effective teaching and learning styles	Essential
• The theory and practice of providing effectively for the individual needs of all children e.g. classroom organisation and learning strategies	Essential
• Working in partnership with parents	Essential
• Teaching different subjects	Desirable
Skills	
• Evidence of very good, successful teaching	Essential
• Creates a positive, challenging and effective learning environment	Essential
• Develop good personal relationships within a team	Essential
• Establish and develop close relationships with parents and the community	Essential
• Communicate effectively (both written and verbal) to a variety of audiences	Essential
• Create a happy, challenging and effective learning environment	Essential
• Use ICT with confidence to develop aspects of the curriculum	Essential
• Contribute to the schools Extra Curricular Programme	Essential
Personal Attributes	
• High levels of personal integrity	Essential
• Excellent organisational and time-management skills	Essential
• Attention to detail	Essential
• Ability to work under pressure and remain calm	Essential
• Willingness to take on multiple tasks	Essential
• Attention to detail	Essential
• Adaptability	Essential
• Sense of humour	Essential

OTHER CONDITIONS

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

In the event of an overwhelming number of candidates, Nord Anglia Education reserves the right to enhance the criteria outlined in the job description for this post in any way it wishes.