



King's College School
The British School of Madrid
La Moraleja

KCS Job Description

Secondary Teacher

Job details

- King's College School, La Moraleja
- Site: main site
- Reports to: Head of Department
- Indirectly reports to: Head of Secondary, Assistant Head of Secondary

Primary objective:

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Areas of responsibility:

- To deliver high quality teaching and learning in line with the UK National Curriculum and local requirements.
- To plan, feedback and teach in line with school and departmental procedures.
- To plan, prepare and deliver schemes of work in accordance with school policies.
- To maintain a working knowledge of National Curriculum & other documents.
- To maintain records of pupils' progress including all statutory documents required by the UK DFE.
- To produce reports and grades for pupils as per the school calendar.
- To conduct termly interviews with parents to discuss and explain their child's performance and progress in school.
- To provide and maintain an attractive and stimulating environment in which to foster effective teaching and learning.
- To monitor progress and the effectiveness of class work and to evaluate and modify planning and teaching as necessary.
- To differentiate accordingly according to the students' needs.
- To provide pastoral support for students in line with school policies and procedures.

- To be aware of the physical and emotional well-being of pupils and the need to respond to particular situations.
- To carry out duties of care as a form tutor and also during non class times.
- To understand and implement all welfare and safeguarding policies.
- To liaise with other staff as required e.g. school nurse, educational psychologist.
- To promote and safeguard the welfare of all pupils at school.
- To follow the regulations and correct procedures relating to attendance registers.
- To be aware of and effectively implement emergency and evacuation procedures as required.
- To be fully aware of the school's Health and safety policies.
- To conduct standardised or other tests when required and document pupils' performance
- To attend and participate in weekly staff meetings and also on other occasions when required e.g.. team planning meetings
- To attend and participate in all training days
- To supervise playtimes and lunchtimes when required
- To supervise pupils in assemblies when required
- To liaise with colleagues enabling satisfactory transfers of children within school between schools and hand over to new staff
- To promote the subject(s) within the school and provide enrichment opportunities.
- To provide additional activities and opportunities for pupils outside the classroom.
- To undertake any other reasonable requests by the Head or other line manager.

Staff responsibility:

- There are no line management responsibilities attached to this position.

Student responsibility:

- To ensure that all students meet the school's progress and attainment targets.

Teaching responsibility:

- To teach no more than 24 lessons per week as directed by the Head of Secondary
- To support with cover and duty as needed by the heads of section, including Cycle Tests / assemblies / enrichment activities.

Safeguarding:

- The post holder will be required to safeguard and promote the welfare of children and young people and follow the school's safeguarding policies and the staff code of conduct. They will directly support the Designated Safeguarding Lead as a priority to ensure the safety and wellbeing of all students at the school

Suitable qualifications:

- Bachelor Degree (essential)
- Qualified Teacher Status (essential)

- Professional development to prepare for leadership: NPQSL / CPML or equivalent (desirable)

Desirable experience:

- At least 2 years' teaching experience in British National Curriculum schools either in the UK or internationally
- Evidence of consistently outstanding teaching
- Evidence of contributing to, or driving, successful academic results

Skills, knowledge and abilities:

- The ability to work as part of an education group
- Understanding of high quality teaching
- Ability to build effective working relationships
- Recent evidence of relevant CPD
- Understanding of the use of assessment to inform planning and improve student performance
- Ability to engage, enthuse and motivate students
- Ability to organise, plan and prioritise effectively; managing responsibilities as a classroom teacher
- Data analysis skills, and the ability to link attainment data to strengths and weaknesses in curriculum, pedagogy and teaching
- IT proficiency including all Microsoft and Google office tools
- Able to work under pressure and prioritise effectively
- Experience in engaging with parent body
- Experience in working with students who have a variety of learning, social and psychological needs