

# **Job Description for Teaching Roles at Shrewsbury International School India**



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## Job Description

Subject teachers are expected to deliver the subject to an exceptional level across all year-groups (aged 11 – 18), helping pupils to cultivate confidence, knowledge and understanding in all areas of the subject. The successful candidate will take on the following responsibilities.

### Classroom Teaching

- ✦ Teach – the distribution of teaching will be at the discretion of the applicable Head of Department and the Deputy Head (Academic). The allocation of teaching will take into consideration the extent to which the individual is involved in the school's co and extra curricular and pastoral activities.
- ✦ Undertake occasional additional teaching duties (e.g. the delivery of the Extended Project Qualification) as directed by the Deputy Head (Academic).
- ✦ Plan and deliver excellent lessons, consistent with the published schemes of work, which engage and inspire pupils of all levels to make outstanding academic progress.
- ✦ Adapt the planning and delivery of lessons to ensure that pupils with SEND, EAL and who are 'more able' make good progress.
- ✦ Set high expectations of classroom behaviour and maintain a classroom environment which is safe, stimulating and within which the positive attitudes, values and behaviour expected of pupils are consistently modelled.
- ✦ Continuously evaluate and refine teaching to improve the pupil learning experience.
- ✦ Model the highest standards of literacy in spoken and written communications.
- ✦ Liaise effectively with the pastoral teams to ensure that any pupil's progress can be seen in full context of their wider school life.
- ✦ Use school ICT equipment and systems confidently to support learning.

### Assessment & Reporting

- ✦ Take responsibility for pupils' ongoing attainment, progress and final outcomes.
- ✦ Mark work regularly (in accordance with the school marking policy) and use assessment and feedback as a means of giving pupils an opportunity for reflection as well as to inform the planning of future sessions.
- ✦ Write academic reports according to the published schedule and guidance.
- ✦ Attend Parent Consultation meetings for all pupils that they teach.

### Wider Professional Responsibilities

- ✦ Supply cover teaching for colleagues within the Faculty and the whole school as required.
- ✦ Assist with super-curricular faculty activities (e.g. trips, societies, clinics) as directed by the Head of Faculty, and the Deputy Head (School Development and Super Curriculum)
- ✦ Engage thoroughly with all processes of induction, staff development and appraisal.

## Pastoral and Co-Curricular

- ✦ Play a significant role in both the pastoral and co-curricular life of the school.
- ✦ Act as a Personal Tutor to a group of pupils, and to be a visiting tutor in those pupils' boarding house.

## Person Specification

It is anticipated that the successful candidate will demonstrate the following:

### Subject knowledge and teaching

- ✦ A track record of success in teaching the British Curriculum from KS3 to KS5
- ✦ Good honours degree in the related or closely related subject (applications are welcome from current final-year university students).
- ✦ The ability to provide stimulating, well-planned lessons.
- ✦ Subject knowledge in the respective domain to challenge able students.

### Pastoral and co-curricular duties

- ✦ Commitment to boarding school life and the ability to carry out the role of tutor effectively.
- ✦ Professional, yet caring and compassionate approach to working with pupils.
- ✦ Willingness to be involved in a range of co-curricular activities.

### Personal qualities

- ✦ Excellent communication skills (oral and written) for dealing with pupils, parents and colleagues.
- ✦ Conscientiousness, enthusiasm, and the ability to sustain term time hours, including some evenings and weekends.
- ✦ Ability to work independently and in a team.
- ✦ Ability to develop a rapport with pupils throughout the School.
- ✦ Strong organisational skills, and the ability to meet deadlines.
- ✦ A positive attitude towards professional development and their own learning.

### Suitability to work with children

- ✦ Shrewsbury International School India is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- ✦ The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- ✦ The postholder must undergo safeguarding & Child Protection training as directed by their Line Manager.
- ✦ A full vetting check will be completed on the successful applicant including the requirement to submit a certificate of good conduct from the Police.

## **Personal Data**

In line with Indian data protection regulations, we ask that you do NOT send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your sensitive personal data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember not to mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

## **Recruitment Guidance Notes**

### **Terms of Appointment**

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

### **Probationary Period**

All appointments are subject to a six months' probationary period.

### **Application Form**

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

### **Background Verification**

All candidates will have to submit police verification report from their local police station before they can be considered for the job. The offer of employment will strictly depend on the successful vetting checks and report from the concerned authorities.

### **References**

In order to assess candidates' suitability, we shall request at least two references one of which will be from your most recent or current employer. Please note that in accordance with best practice Shrewsbury International School India may follow up written references with a telephone call to the referee.

### **Evidence of qualifications**

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

## Commitment to DEIJB Statement

Shrewsbury International School India is deeply committed to principles of Diversity, Equity, Inclusion, Justice and fostering a sense of belonging for all. Our intent is to create an inclusive and equitable community that values diversity and celebrates the unique identities of all our students, staff, and families. Guided by the principles of fairness and respect, we actively work to create an environment where everyone feels a sense of belonging and can thrive.

We are dedicated to upholding the values of:

- **Diversity:** We recognize and embrace the wide range of perspectives, cultures, backgrounds, and experiences that each individual brings to our community. We strive to cultivate an environment where differences are celebrated, and all voices are heard and valued.
- **Equity:** We are committed to ensuring fair access to opportunities, resources, and support for every member of our community. We will continuously evaluate and address systemic barriers to ensure that all individuals can achieve their fullest potential.
- **Inclusion:** We create spaces where all people are respected, welcomed, and supported, regardless of their race, ethnicity, gender, sexual orientation, socioeconomic background, religion, or ability. We aim to cultivate an environment where everyone is empowered to participate fully and meaningfully.
- **Justice:** We advocate for social and institutional change, challenging inequity, and confronting bias wherever it is found. We are dedicated to supporting a culture where fairness, accountability, and the dismantling of injustice are core to our mission and daily actions.
- **Belonging:** Above all, we believe in the importance of creating a community in which every individual feels valued and accepted. We strive to ensure that each person experiences a profound sense of connection and community.

As a school, we will continue to build upon these values through thoughtful curriculum design, professional development, community engagement, and the establishment of clear, actionable goals. We hold ourselves accountable to these standards and pledge to create a safe, welcoming, and empowering environment for all.

## Safeguarding & Child Protection

Shrewsbury International School India is committed to safeguarding and promoting the welfare of children and young people and expects all staff and

volunteers to share this commitment. All candidates for roles at the school will undergo thorough child protection screening including checks with the Police.

- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo safeguarding & Child Protection training as directed by their Line Manager.
- Appointments will be subject to appropriate police check certification, International Recruits to the school will be required to provide a International Child Protection Certificate (ICPC).

