



EL LIMONAR INTERNATIONAL SCHOOL VILLAMARTIN	
JOB DESCRIPTION	Secondary Subject Teacher (KS3 - 5)
Reporting to:	Head of Secondary and Principal.

Purpose of the Job.

The most important resource in a classroom is the teacher. The teacher is responsible for everything which goes on in the classroom including the planning, preparation and delivery of learning activities; and monitoring, assessing and reporting of progress. The teacher will promote a strong partnership with colleagues encouraging teamwork and collaboration.

General Requirements

- Fulfil contractual requirements
- Uphold School aims, principles, objectives maximising academic standards and pastoral care
- Take part in the school's performance management procedures
- Have a positive interest in professional development
- Carry out duties as directed.
- Promote and safeguard the welfare of children you are responsible for or come into contact with.

“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer or to the Head or indeed to the MD for Spain so that a referral can be made accordingly to the relevant third party services.”

Key Duties and Responsibilities.

Planning

- Identify clear teaching objectives, content, lesson structure appropriate to the subject matter and pupils.
- Work in a non-discriminatory way, ensuring all pupils have equal access to learning opportunities.

Teaching and Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met and best use is made of teaching time.
- Use appropriate teaching and learning strategies keeping pupils engaged.
- Use effective questioning and response, clear presentation and a good use of resources
- Encourage children’s development, independence, self-reliance, initiative and problem-solving skills.



Assessment and Evaluation

- Assess and record children's progress and attainment in accordance with school policy.
- Assess how well learning objectives are achieved and use this assessment for future teaching.
- Record and monitor pupils' work providing constructive feedback, setting targets for further progress.
- Maintain pupil records in accordance with school policy

Relations with pupils, parents and colleagues

- Maintain appropriate interaction with pupils using warm and responsive communication strategies.
- Provide a learning environment of mutual respect and trust in the classroom.
- Attend to the needs of unwell pupils.
- Attend parents meetings when appropriate
- Liaise effectively with parents both at formal meetings and informally, encouraging them to support their child's learning, behaviour and progress.
- Be supportive and welcoming to parents, valuing their involvement and keeping them informed of any relevant issues.
- Promote a productive and harmonious working relationship with colleagues.

Managing Resources

- Direct the organisation of the room, resources and display.
- Select and make good use of learning resources
- Produce displays that show the pupil's work and can be used as teaching resources.
- Provide a safe environment for teaching and learning while encouraging independence and self-reliance.
- Maintain high standards of hygiene and compliance.

Specific tasks

- Read and reply to notes from the parents in the diary on a daily basis.
- Arrange and attend parent meetings , keep minutes of meetings and report them to the Head of Secondary.
- Remain in the classroom during all of their teaching sessions when students are in the classroom.
- Request resources and collect during break, lunch or CPT only.
- Use CPT time effectively.

TUTORS ONLY

Tutees and Tutor Group

- Encourage a sense of camaraderie, collective responsibility and friendship within the group
- Ensure that new starters at the beginning of or during the school year understand the school's expectations, their own rights and responsibilities as well as the running of the school day
- Monitor the progress of each new student, ensuring smooth integration into both academic and social life of the school
- Assign a "buddy" to new starters and contribute to the induction of new students
- Ensure students present themselves correctly to school, whether in uniform or not



- Encourage students to self-refer to tutor when seeking advice on academic or other concerns
- Action concerns as appropriate, via the Secondary Coordinator/Head of Secondary.
- Follow the tutor time schedule
- Keep record of merits
- Act as central point for collation of pupil-related information (family circumstance, diets, allergies etc)

Administrative

- Monitor journals every morning. Reply to or pass on messages from parents
- Sign journals every week.
- Complete daily register and alert SLT to attendance issues
- Issue notices/newsletters or other communications as appropriate
- Complete the tutor section of termly reports

This is a description on the main duties and responsibilities of the post. Duties may change over time as requirements and circumstances change. The person in post may occasionally be asked to carry out other duties from time to time.

Signed _____

Date _____

PERSON SPECIFICATION

TEACHER OF SUBJECTS IN ENGLISH

FACTOR	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent in relevant subject(s) • Teaching Qualification • Minimum 2 years relevant teaching experience • Fluent English speaker • Eligible to work in the EU 	<ul style="list-style-type: none"> • British educational background
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Recent working knowledge of the National Curriculum for England and Wales. • Experience of pastoral and academic monitoring roles and responsibilities. 	<ul style="list-style-type: none"> • A working knowledge of the Spanish language • Experience teaching non-native English speakers • Experience working in partnership with parents • Some flexibility of preferred age range and/or subject
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to motivate pupils and instil in them a thirst and enjoyment for learning • Ability to maintain positive working relationships • Ability to adapt and react positively in any given situation • Skilled practitioner and communicator 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Possess high moral and ethical values • Excellent personal and interpersonal skills • Creative and proactive when approaching challenges, offering solutions rather than obstacles • Ability to work both independently and collaboratively • Commitment to Continual Professional Development • Absolute commitment to the school's Safeguarding Policies and Procedures 	<ul style="list-style-type: none"> • Willingness to engage in the local culture and learn language • Willingness to contribute to wider areas of school life