



San Silvestre School

Secondary English Teacher (Language & Literature) Job Description.

Post title: Secondary English Teacher

Contractual conditions: Duration of contract - 3 years (renewable), beginning August 2025.

Responsible to: Senior Leadership Team, Head of English

Internal relationships: Head of English, English Department and Form Teachers

Description

San Silvestre is currently seeking a teacher of English who can establish a learning culture that engages and supports the progress of all students studying English Language and Literature (specifically at IGCSE and IB Level).

This is a full-time teaching post beginning August 2025.

Roles and Responsibilities

Relationships

- Develop positive and appropriate relationships with the students.
- Establish and maintain high standards of classroom management required to achieve effective participation and learning.
- Work as an integral, collaborative, and proactive member of a teaching team – planning and sharing, honestly and respectfully with all members of the team.
- Communicate with parents in accordance with the school's policy and ethos.
- Prepare for and conduct formal parent-teacher conferences when required.
- Develop professional dialogue and constructive criticism from the line manager.
- Inform the Head of the English and/or the Senior Leadership Team about your work, progress, issues within the class; parent communication, concerns.
- Read and contribute to the staff and student notice boards and bulletins.

Curriculum (including Teaching and Learning)

- Maintain a thorough understanding of the curriculum policies and procedures of the School (including assessment, teaching & learning, and reporting policies)
- Meet regularly with the Head of English, and teachers to plan and review the curriculum.
- Plan, document and facilitate the learning through the design of activities of appropriate challenge.
- Identify students who may need additional support. Implement adaptive teaching/differentiation, personalisation, and individualization where necessary.
- Plan with the Learning Support Team to ensure maximum impact on student learning.
- Provide appropriate and varied whole class, group, and individual instruction which will engage, motivate and scaffold learning.

- Work with colleagues to develop and periodically review curriculum documentation, scope, and sequence documents in line with the school's standards and benchmarks.
- Plan and set a variety of homework that supports, extends, reinforces, and excites learning following the school's policy and the homework schedule.
- Plan, with the Head of English, excursions and incursions to enhance and extend learning.
- Mark, assess, evaluate and respond to students' work extensively and formatively.
- Record, and report on the development, progress and attainment of pupils.
- Provide frequent self-assessment and peer-assessment opportunities.
- Utilise questioning techniques to assess students' skills, knowledge and understanding.
- Facilitate online learning/hybrid learning where necessary, making full use of the school's technology to ensure an equitable experience for all students.

Professional development

- Participate in CPD (Continued Professional Development)
- Maintain awareness of new theories, pedagogy and methodology in the teaching of English.
- Monitor, reflect and evaluate the effectiveness of the curriculum and your own teaching.

Student Care

- Monitor students' social and emotional wellbeing in the classroom and report any concerns to the Form teacher, SLT, and/or the designated safeguarding leads in a timely manner.
- To promote and safeguard the welfare of pupils in line with the school's child protection and health and safety policies.
- Ensure that the School's health and safety, earthquake evacuation, and all other policies pertaining to the students' welfare are followed.
- Ensure that the School's Child Protection policies are followed and established procedures used in a timely and confidential manner.

Administration

- Attend staff meetings, training and development sessions as directed by Heads of Department or a member of the SLT.
- Ensure that all administrative tasks are completed in a timely, effective, and efficient manner.
- Refer any serious concerns or complaints to your line manager and or the appropriate member of the SLT.

Technology

- Maintain a strong understanding of educational technology; use it to enhance teaching and learning.
- Be a proficient user of Google tools for education (Gmail, Classroom, Sheets, Slides etc).

Other Responsibilities

- Provide school reports in accordance with the school calendar.
- To fully participate in the school's target setting and appraisal system.
- Supervise students before school, at break times or after-school - following the duty roster.
- Provide one appropriate and engaging after school activity each week.
- Contribute towards school events and celebrations.
- Represent the school positively in the School and wider community.
- Be willing to provide additional time outside of the standard working day for preparation, assessment, and attending school events.
- Be an excellent role model through being punctual, well prepared, and organised.
- Be prepared to take the role of Form Tutor if requested by the SLT.
- Carry out any other duties that may reasonably be required by the SLT.

Specific Responsibilities

- To teach English up to IGCSE level (Cambridge syllabus) and/or (International Baccalaureate/ Internal Program post-16 years).
- To teach Lower School English.

Knowledge and Competencies Required

Essential

- A recognised teaching qualification (e.g. Ed.M., PGCE, QTS)
- Experience in teaching MYP English or IGCSE English Language & Literature.
- Experience in teaching the IB Programme (specifically English A: Language & Literature)
- A good Bachelors (or equivalent) degree in English or a subject related to English.
- Evidence of being an excellent teacher, preferably with experience in an international school.
- Effective communication and teamwork skills.
- Excellent information technology skills, including familiarity with Google tools for Education; (specifically Google Classroom).

Desirable

- Experience and/or knowledge of the English National Curriculum.
- Experience with using diagnostic assessments (e.g. GL Assessment)
- Experience in supervising Extended Essays for the IB Programme.
- Experience in being an examiner for the IGCSE and/or IB Programme.
- Previous experience in another international school.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Head in the light of those changing requirements and in consultation with the post holder. In any event the Head/Head of Section reserves the right to review and amend the job description.

San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment.

Three professional references will be sought, at least ONE of which must be from your present employer.

To apply for this position, please submit your application including a letter of application (in English) using the TES Platform (use the supporting statement section or upload as a supporting document). In your letter of application please outline why you would be interested in working at San Silvestre and explain your suitability for this role.