



DOVER COURT
INTERNATIONAL SCHOOL
A NORD ANGLIA EDUCATION SCHOOL

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION	DOVER COURT INTERNATIONAL SCHOOL SINGAPORE
JOB TITLE	Secondary School Teacher.
JOB PURPOSE	Be an outstanding classroom practitioner and team member. Inspire students to be passionate, curious, excited learners.
REPORTING TO	Head of Department/Faculty → Deputy Head Teacher → Head of Secondary → Principal
KEY RELATIONSHIPS	Progress Leader, NAU Coordinator, Global Campus Coordinator.
SAFER PRACTICES	Dover Court International School Singapore is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Core Requirements of the Post

In fulfilling the requirements of the post, the Secondary School Teacher will aspire to the highest standards of professionalism and will, in particular:

- Generate excitement and passion for learning in students and the wider school community;
- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students to be ambitious for themselves and others;
- Be committed to helping students progress;
- Be committed to high achievement for students of a wide range of language skills, learning dispositions and educational needs;
- Be relentless in the quest for excellence, using achievement and progress data and lesson observations to seek out and promote excellent teaching;
- Use technology in the classroom to enhance learning;
- Strive to develop the quality of students' personal and interpersonal skills;
- Contribute to school improvement in line with the school's strategic plan;
- Contribute to the development of the curriculum;
- Develop and deploy resources efficiently and effectively;
- Promote the school mission and values and those of the NAE family of schools.

Areas of Responsibility and Key Tasks

Planning, Teaching and Learning

Maximise learning by:

- Inspiring students to be passionate, curious, exited learners.
- Setting consistently high standards;
- Develop effective approaches to learning in students;
- Monitoring, evaluating and developing teaching;
- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Identifying and supporting individual learning needs, liaising with EAL and Learning Support specialists when appropriate;
- Maintaining high levels of behaviour that encourage learning;
- Effectively promoting home learning and co-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using technology to enhance and transform personalised learning opportunities.

Tracking, Assessment, Recording, Reporting

- Make effective use of assessment to plan challenging learning opportunities for all students;
- Collect and use meaningful data to enhance teaching and learning;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to students, colleagues and parents.

Student Care and Guidance

- Establish a safe, purposeful learning environment for all students;
 - Promote the progress and well-being of all students;
 - Contribute to the preparation of action plans and other support mechanisms;
 - Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, and liaise with other staff.

Co-Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more after school activities;
- Participate in residential weeks and other trips;
- Contribute to whole school learning initiatives during term.

Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up-to-date knowledge of good pedagogy;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance students' learning;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the Principal.

Promote and adhere to the Nord Anglia Education vision and values:

- **Opportunity** - for us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - for us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - for us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Respect** - for us, respect is about listening, being inclusive, showing tolerance and getting the little things right.

All staff are required to manage effective personal development as part of NAE's commitment to invest in staff as the key resource in the organisation.

Each individual must ensure that they meet their statutory responsibilities and adhere to NAE and school policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.

PERSON SPECIFICATION

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Qualifications/Training	
Qualified to degree level or above.	Essential
Qualified Teacher Status.	Essential
EAL Qualification.	Desirable
Experience	
Proven track record with at least two years' teaching experience.	Essential
Experience of being part of a highly successful department and school.	Desirable
Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly.	Essential
Experience of teaching to IB Diploma Programme level or equivalent.	Essential
Experience of the National Curriculum for England and (I)GCSE.	Essential
Experience of working with children for whom English is an additional language.	Desirable
Experience of working with children with additional educational needs.	Desirable
Working in partnership with parents.	Essential

Skills	
Excellent oral and written communication skills.	Essential
Ability to engage children and enable them to perform highly.	Essential
Strong organisational skills.	Essential
Personal Attributes	
Passionate about education and young people.	Essential
Evidence of commitment to continuous professional development.	Essential
Culturally agile and adaptable.	Desirable
An understanding of the complex and demanding environment of an international school community.	Desirable
Other	
Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.	Essential
Compliance with visa requirements for working in Singapore.	Essential
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	Essential