

***Secondary School Teacher of Business and Economics*  
Job Description**

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| **Job Title:** | *Teacher* |
| **Department:** | *Individuals and Societies* |
| **Reports to:** | *Leader of learning and Pastoral Leader* |
| **Location:** | Secondary School |

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| **Purpose of Role:**  *A secondary school teacher should be an inspirational, passionate and adaptable educator. He/She should be an outstanding teacher, motivator, learner and communicator, with excellent interpersonal skills, and should be capable of preparing students for international programmes in a stimulating, challenging and well-organised learning environment. He/She should be able to provide professional expertise, high quality teaching and learning, make effective use of resources and ensure improved standards of achievement for all students.* | | |
| **Budgetary**  *They will contribute to the management of departmental budgets* | **People Management** | **Key Relationships**  *All departments to forge meaningful links within subjects to enhance the learning of pupils.* |
| **Primary Responsibilities/Activities:**   1. ***Responsibilities.***    1. *To implement departmental policy and strategic plans.*    2. *To liaise with the Leader of Learning to ensure effective delivery throughout the secondary school.*    3. *To participate in the design, development, implementation and review of the departmental curricula and schemes of work for students throughout the secondary school.*    4. *To lead progression and continuity and opportunities for enhancing and consolidating learning accross the school as a whole (PYP-DP)*    5. *To participate in the design, development, implementation and review of assessment, reporting and record-keeping systems for students.*    6. *To set and mark work in accordance with school and departmental policy.*    7. *To ensure the discipline and safety of assigned classes.*    8. *To participate in professional development and assessment of staff.*    9. *To help select and manage resources efficiently.*    10. *To participate in regular departmental and pastoral meetings.*    11. *To attend Parent Teacher Conferences.*    12. *To provide feedback to Parents through managebac assessments, reports, meetings and 121 meetings.*    13. *To foster an interest in learning personally and amongst the students they teach.*    14. *To contribute to the development of a positive attitude between the school and wider community through cooperative relations, publications, competitions, marketing etc.*    15. *To participate, lead and initiate the extra-curricular activities and programme and experiential opportunities at the school.*    16. *To attend whole school and PTA events.*    17. *To enhance the professional standing of the teaching body.*    18. *To commit to the wellbeing of students in their advisory group.*    19. *To track and monitor the academic welfare of the students in their advisory group.*    20. *To Integrate IT into lessons to enhance the learning experience of all students*    21. *To apply the Hybrid model of learning if required*    22. *To participate in the development of ATL skills within subject areas.*    23. *To create time to help students to achieve their very best*    24. *To develop skills to enable student agency in learning.* 2. ***Specific Responsibilities.*** *The successful candidate will assume this post at a crucial stage in the development of SIS. The following list gives an indication of some of the specific current issues to be addressed.*    1. *To participate in the development of the IB Middle Years and Diploma Programme.*    2. *To participate in the updating of Schemes of work for Diploma subjects following a review of syllabi.*    3. *To participate in the on-going accreditation process with the Council of International Schools (CIS) and New England Association of Schools and Colleges (NEASC).*    4. *To participate in development of managebac,*    5. *To Participate in developing personalised learning,*    6. *To Participate in the development of new technologies to enhance learning,*    7. *To participate in the development of AFL to enhance learning*    8. *To participate in the development of Hybrid learning* | | |
| **Knowledge/Expertise/Qualifications:**   1. ***Knowledge and Skills.*** *He/She should:*    1. *model the SIS Values and behaviours*    2. *possess excellent communication skills and be willing to adapt to the demands of an international school, in particular he/she should be able to communicate effectively both verbally and in writing in English and/or Spanish*    3. *have the ability to manage a diverse and demanding workload*    4. *be able to participate fully in an expanding school and in particular help to develop team spirit*    5. *be able to satisfy student needs in academic and pastoral matters*    6. *be able to teach mixed culture and ability classes using a variety of styles to create appropriate learning opportunities for all students*    7. *have understanding of current research as to how children learn and possess the ability to motivate students to perform to their best*    8. *be familiar with International Baccalaureate Middle Years Programme syllabuses and in particular he/she should be able to teach to the level of MYP 5 (age 15/16 years)*    9. *have a high level of awareness of current developments and research findings in field of teaching and* 2. ***Qualifications and experience.*** *The school expects teachers to have:*    1. *Qualified teacher status appropriate to the teaching duties to be undertaken.*    2. *Preferably at least 2 years teaching experience in international schools* | | |