**Job Description**

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| **Section** | Secondary & Sixth Form |
| **Position** | Teacher |
| **Reporting to** | Head of Department |
| **Duties and responsibilities** | **Teaching and learning*** Plan, prepare and deliver lessons
* Apply pedagogy to engage students in their learning
* Design assessments and provide timely feedback to facilitate student learning
* Monitor and maintain records of students’ academic progress and social development
* Organise and co-ordinate co-curricular activities and/ or other student-related activities and events
* Work with stakeholders (e.g. parents) to meet the pastoral needs of students
* Work with colleagues in the department to review curriculum, pedagogy and assessments

**Professional development*** Participate in department meetings, school-wide training events and attend relevant training workshops as identified by the school
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| **Personal qualities** | * Excellent class management skills
* Excellent interpersonal and communication skills
* A good team player
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| **Education qualifications** | * A good University degree in the subject content area is required
* Recognised teaching qualification such as PGCE
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| **Experience** | * Experience in teaching the AS/ A-Levels and/ or IBDP preferred
* Minimum 3 years of teaching experience
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