



INTERNATIONAL COLLEGE

Teacher's Job Description

Overview

The King's School International College (KSIC) opened in temporary accommodation in September 2018 and is the latest addition to the educational provision of The King's School, Canterbury, which also includes The King's School (KSC) and The Junior King's School (JKS). In April 2019 it will move into its permanent home: a state-of-the-art building on a site being developed more widely for King's drama and sport.

The College is full-boarding, running a six-day timetable (Monday-Saturday) with some supervised activities on Sundays. All appointed staff will be expected to contribute fully to the all-round education and welfare of the students, as agreed with the Joint Principals. This means being part of the pastoral care provision, with some evening and weekend duties, and contributing to the co-curricular programme. Teachers are expected to be available for InSeT and meetings for at least a full two days before students return (or as required by the Principals).

All teachers are given a salary appropriate to their post at the time of their appointment. This salary is then subject to annual review by the International Director. They are automatically included in the Teachers' Superannuation Scheme,¹ are able to join the King's Staff Health Insurance scheme² and take up membership³ of the King's Recreation Centre. All meals, together with morning and afternoon refreshments, are provided for teachers without charge.

Salaries and benefits for part-time staff are apportioned *pro rata*.

All teachers at the College report to the Joint Principals.

Specific areas of responsibility

1. College Life and Routines
2. Academic Curriculum
3. The Wider Curriculum
4. Safeguarding, Student Welfare and Pastoral Care

¹ www.teacherspensions.co.uk; staff can opt out of this scheme

² A taxable benefit; staff can opt out of this scheme

³ Gold membership for full-time staff; silver membership for part-time

1. College Life and Routines

All teachers have shared responsibility for smooth daily running of the College as an entity - and for maintaining the general ethos, routine and pedagogy in line with the King's School – as directed by the Principals.

In so doing, they should:

- ensure that the College's rules and policies are maintained
- attend College meetings and public events
- support co-curricular events and activities

2. Academic Curriculum

The philosophy of learning within the College is based upon the core skills of researching, questioning and communicating. All teachers are expected to ensure that their teaching enables the students to develop these skills and become effective learners.

Students within the College have different levels of English. Teachers must be fully aware of this and ensure that lessons and set work are differentiated accordingly. Classes are small (maximum 10-12) and all rooms are purpose-built and well equipped to maximise learning potential.

It is not our intention to set rigid instructions for conducting lessons or setting work; we rely on teachers' professionalism and commitment to the ethos of the College. However, these guidelines should be followed:

- devise, source, and organise materials and schemes of work
- set appropriate tasks for the student with instructions delivered orally and, for Prep work, through the College's VLE
- ensure that every student gets the chance to speak and interact in lessons
- mark work regularly and constructively, providing individual feedback to students
- adhere to the College's agreed assessment and reporting procedures (published separately)

Those delivering a syllabus for public examination must ensure that the syllabus is completed before the Easter vacation and that students are provided with online access (via the College's VLE) to all appropriate notes, past papers and revision materials before they leave for the break.

3. The Wider Curriculum

College students are provided with many co-curricular opportunities. Therefore, all teachers are expected to contribute to this side of student development. This could range from monitoring sporting activities to managing clubs and societies or organising trips. The level and type of contribution will be discussed at interview and agreed with each teacher at appointment.

4. Safeguarding, Student Welfare and Pastoral Care

All teachers:

- must ensure that they are fully aware of policies and practices with regard to safeguarding and student welfare
- must ensure that they adhere to the published systems of rewards and punishments
- must be role models to students

Teachers are also required to act as tutor to a small group of students. This role requires:

- meeting tutees during “tutor time” to support their personal and academic development
- monitoring and reporting on their tutees’ progress, both to parents and other staff
- being present and active at the College for one evening duty per week (19:15-22:30)

January 2019