



## JOB DESCRIPTION

Candidates are expected to have a successful leadership record in a specialist subject area. The job descriptions given below outline the duties to be covered by the post of **Teacher**. This job description is for illustration only and does not form part of a contract. It may be amended at time by the Principal.

GENERAL	
Post Title	Teacher
Reporting To	Head of Subject
Department	SKIS
Responsible For	The relevant personnel and students within the school.
Liaising With	All levels of Secondary educators and other business support staff.
Contract Type	Full time, Fixed term

<b>DUTIES/ETHOS</b>	
<b>General</b>	<ul style="list-style-type: none"> <li>• Implement the academic programmes of the school.</li> <li>• Prepare lesson plans and curricular materials including the planning and implementation of Assessment for Learning.</li> <li>• Monitor the performance of students through assessments and keep relevant records of progress.</li> <li>• Assist in implementing the co-curricular activities of the school.</li> <li>• Perform relevant duties of a form tutor</li> </ul>
<b>Key Role &amp; Responsibilities</b>	<p><b><u>Within the Subject Area</u></b></p> <ul style="list-style-type: none"> <li>• To teach classes as designated <ul style="list-style-type: none"> <li>◦ Preparing lessons thoroughly and keeping accurate and current records of work (including homework) set.</li> <li>◦ Correcting pupils' work promptly, thoroughly, carefully and in a positive way.</li> <li>◦ Keeping adequate records of pupils' progress and completing reports to parents within agreed time scales and according to departmental/school policy.</li> </ul> </li> <li>• To keep teaching areas, facilities and resources in good order.</li> <li>• Promote a positive atmosphere conducive to learning.</li> <li>• To undertake some reasonable and specific responsibilities within the school as requested by the SLT.</li> <li>• To give other such assistance as the HOS might reasonably require from time to time</li> <li>• To foster close, collaborative and cooperative contacts with colleagues, supporting the school's coaching system.</li> </ul> <p><b><u>Within the School</u></b></p> <ul style="list-style-type: none"> <li>• To uphold school discipline and regulations as appropriate and to foster and promote equal opportunities in practice.</li> <li>• To attend staff/parents' meetings as required</li> <li>• Participate in duties lunch/break/before and after school</li> <li>• Undertake any other duties consistent with the key responsibilities and duties of the post, as directed by the Principal.</li> </ul>
<b>Teaching &amp; related duties</b>	<ul style="list-style-type: none"> <li>• Assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the subject area.</li> <li>• Contribute to the subject area's Improvement Plan and its implementation.</li> <li>• Attend all appropriate meetings.</li> <li>• Plan and prepare courses and lessons in line with school policy on implementation of Assessment for Learning</li> <li>• Teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the school and elsewhere. Giving written and oral feedback on pupils' work promptly, thoroughly, carefully and in a positive way and to keep such records as are required.</li> <li>• Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• Undertake assessment of students as requested by external examination bodies, subject area and school procedures.</li> <li>• Form Tutor responsibilities</li> <li>• Rotas and duties as required</li> <li>• Exams cover and supervision</li> </ul>

## PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE	
Essential:	Desirable:
<ul style="list-style-type: none"> <li>Graduate, with a good degree from a recognised university with QTS</li> <li>Excellent subject knowledge</li> <li>A detailed understanding of all current educational initiatives</li> <li>Successful experience of processes of monitoring, evaluation and review that provide performance data that can be used to improve the quality of teaching and learning.</li> <li>Recent experience of involvement in innovative curriculum development.</li> <li>Knowledge of the use of strategies that minimise potential differences in achievement such as preferred learning styles between girls and boys.</li> <li>Understanding of personalisation of education and activity based learning.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in multi-ethnic schools.</li> <li>Further qualifications relevant to education.</li> <li>Experience of working in an 11-18 school &amp; teaching to A / IB level.</li> <li>Evidence of continuous self-development and updated knowledge in the fields of teaching &amp; learning and education management</li> <li>Experience of using coaching as a model for ensuring ongoing professional development particularly with subject leaders.</li> <li>Successful experience of embedding cross curricular subjects</li> <li>High level of ICT skills and experience of how new technologies can be used to raise achievement, including the use of interactive white boards.</li> </ul>
SKILLS AND ABILITIES	
Essential:	Desirable:
<ul style="list-style-type: none"> <li>A proven track record as an outstanding classroom teacher</li> <li>Ability to lead and manage own work effectively and take responsibility for own professional development.</li> <li>Excellent communication and presentation skills.</li> <li>Ability to carry out the job description.</li> <li>Excellent written and oral communication skills</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to celebrating student's achievement, skills and talents as well as an ability to tackle problems effectively.</li> <li>Ability to enhance performance by motivating and developing staff, helping them acquire the skills to prepare for more senior roles.</li> <li>Skills in financial planning, budget management and deployment of resources to meet the school vision.</li> </ul>
PERSONAL QUALITIES	
Essential:	Desirable:
<ul style="list-style-type: none"> <li>Enthusiastic and exceptional teacher, with a track record of excellent results.</li> <li>Role model for students in terms of positive attitude, high levels of commitment, constructive communication, high standards of behaviour, appropriate dress.</li> <li>Willing to keep abreast of new developments both within subject and within teaching and learning</li> <li>Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. Willingness to work hard.</li> </ul>	<ul style="list-style-type: none"> <li>Flexible approach to tasks</li> <li>Record of excellent attendance and punctuality.</li> <li>Creativity and enthusiasm to promote a positive school image to the local, national and international community.</li> <li>Commitment to networking and the sharing of best practice.</li> </ul>