



San Silvestre School

Business Management Teacher

Responsible to: Senior Leadership Team (SLT)
Head of Social Studies and Head of Economics

The Role and Responsibilities

Curriculum & Teaching

- Plan, document, and deliver learning experiences that ensure the academic development of all students.
- Design activities that are appropriately challenging and implement adaptive teaching methods, personalization, and individualization where necessary.
- Monitor, track, and report on the academic progress of IB students to support continuous improvement.

Assessment

- Maintain a thorough understanding of the IB Business Management assessment framework and Internal Assessment requirements.
- Guide students through their Internal Assessments (IA) and Extended Essay, providing timely, constructive, and actionable feedback.

Collaboration & Communication

- Maintain clear, consistent, and professional communication with students regarding their academic progress, ensuring they are fully supported.
- Collaborate effectively with your line manager and colleagues, engaging in proactive, empathetic, and professional communication.
- Actively listen, provide constructive feedback, and contribute to a culture of mutual support, collegiality, and shared responsibility.

Real-World Application

- Plan, organize, and lead field trips and excursions to businesses and organizations that provide real-world context.
- Enhance students' learning experiences by connecting theoretical knowledge with practical applications beyond the classroom.

Technology

- Demonstrate proficiency in educational technology to support teaching, learning, and assessment.
- Be confident in the use of Google Workspace for Education (Gmail, Classroom, Docs, Forms, Sheets, Slides).

Wider School Responsibilities

- Providing school reports in accordance with the school calendar.
- Participating fully in the school's target setting and performance development (appraisal) system.
- Supervising students before school, at break times, or after school, following the duty roster.
- Providing one appropriate and engaging after-school activity each week.
- Being ready to be a Form Teacher if required.
- Participating actively in the weekly CPD sessions and being ready to take on professional development opportunities.
- Being willing to provide additional time outside of the standard working day for preparation, assessment, and attending school events.
- Carrying out any other duties that may reasonably be required by the Senior Leadership Team (SLT).

Essential Competencies:

- Bachelor's (or equivalent) degree in Business Management or a related subject.
- A proven track record of successful teaching experience at the IB level.
- Excellent knowledge of the IB Business Management syllabus, framework, and assessment requirements.
- Fluency in English (reading, writing, and speaking).
- Excellent information technology skills, including familiarity with Google tools for Education.

Desirable Competencies:

- A Master's or postgraduate qualification in a related subject.
- Experience in supervising Extended Essays for the IB Programme.
- Experience as an examiner for the IB Programme.
- Experience working with EAL (English as an Additional Language) pupils.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Head of School in the light of those changing requirements and in consultation with the post holder. In any event, the Head/Head of Section reserves the right to review and amend the job description.

To apply for this position, please send your CV and letter of application (in English) to applications@sansilvestre.edu.pe. In your letter of application, please outline why you would be interested in working at San Silvestre and explain your suitability for this role.

We are accepting applications on a rolling basis, so please apply at your earliest convenience. We will review applications as they are received and will make an appointment at any point during the recruitment cycle.

San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks to include an exploration of any gaps in employment.

Three professional references will be sought, at least ONE of which must be from your present employer.

*The deadline for the application is **12.2025***

Dated: 22.09.2025