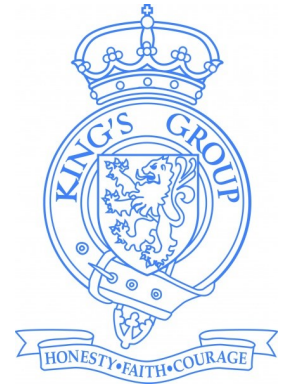


King's College Panamá

Panama

JDPA09 Job Description



Secondary Teacher

Job Purpose

- Implement and deliver the UK National Curriculum and/or Foundation Stage Curriculum, according to the age, aptitude and abilities of the pupils being taught;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and members of the Board of Directors.

Key Responsibilities and Accountabilities:

Curriculum

- Plan, prepare and deliver schemes of work in accordance with school policies and guidelines;
- Maintain a working knowledge of National Curriculum documents;
- Maintain records of pupils' progress including all statutory documents required by the UK Department for Education or the Spanish Ministry of Education;
- Ensure that planning, preparation, recording, assessment and reporting meet the varying learning and social needs of each child;
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- Be able to set clear targets, based on prior attainment for pupils' learning;
- Provide a stimulating classroom environment in which to foster effective teaching and learning, and where resources can be accessed appropriately by all pupils. (This includes corridor areas immediately adjacent to the classroom);

Pastoral

- Be aware of the physical and emotional well-being of pupils and the need to respond to particular situations;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour and uniform policies;
- Communicate and cooperate with specialists and/or outside agencies, e.g. school nurse, educational psychologist;
- Support the Head of PE and Head of Section in helping out with inter-house competitions

Administration and organisation

Understand and implement:

- Regulations and correct procedures relating to attendance registers
- Emergency and evacuation procedures
- Health and safety policies
- Playtime and lunchtime supervision
- All curriculum policies
- Any other organisational policies or agreed procedures or guidelines;
- Administer, supervise and, where necessary, assess the appropriate NC tests;
- Conduct standardised or other tests when required and document pupils' performance;
- Participate, when required, in the assessment of potential new students according to the King's College admissions process;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Liaise with colleagues to enable satisfactory transfers of children within the school, or to and from other schools;
- Support major school events;
- Lead or participate in school visits and extra-curricular activities wherever possible;
- Lead and supervise support staff, voluntary helpers or students within the classroom;
- Participate in the performance management system for the appraisal of their own performance or that of other teachers;
- Attend and participate in training days;
- If the teacher speaks Spanish, they may be asked to assist with translation or interpreting, when required;
- Undertake any other reasonable requests by the Head or other line manager.

Subject responsibilities

- Plan and deliver the schemes of work in the assigned subjects and classes ;
- Ensure continuity and progression in those subjects within the middle school and plan for their development up through KS4 and KS5;
- Ensure effective progression and communication with other Key Stages ;
- Give advice and information to colleagues where possible;
- Undertake to provide or arrange in-service training for colleagues;
- Feed back from courses taken;
- Be responsible for the subject resources throughout the department;
- Plan and manage the subject budget.

Person Specification

Essential

- Evidence of continuous INSET and commitment to further professional development
- Be able to teach in areas outside their first subject, at KS3 level.
- Contribute meaningfully to extracurricular ,enrichment and school events programmes
- Qualified Teacher Status

Desirable

- Evidence of continuous INSET and commitment to further professional development
- Contribute meaningfully to extracurricular ,enrichment and school events programmes