



King's College
The British School of Alicante



KCA Secondary School

Secondary Subject Teacher

Job Details

Reports to
Time remission

Head of Department / Faculty for academic matters and Head of Year for pastoral
An average contact time of 80%

Core Purpose

The basic duties of a teacher are outlined in the current Teaching Standards. S/he shall maintain a good understanding of the whole school curriculum, teaching and learning, assessment and pastoral policies. Our school is characterised by high quality teaching and learning, rooted in the principles of QFT. Teachers are expected to go above and beyond to ensure the best learning experiences possible for their pupils. A commitment to educating the whole child and participation in extracurricular activities is essential.

Overall responsibility

1. To act as a role model for teaching and learning,
2. To make a distinctive contribution to raising standards across the school
3. To continue to develop own expertise in their subject and the art of teaching
4. Provide a sustained and consistent collaborative contribution to the wider work of the school, either internally or outside the school
5. Promote the development of skills as embraced by the IB philosophy and ensure these skills form part of the learning process for all pupils in Years 7-13.
6. Work collaboratively with teaching colleagues to ensure opportunities for concurrency in learning, particularly in Years 12 and 13.
7. Proactively seek, create and lead on opportunities that have a demonstrably positive impact on creating an outstanding learning environment.

Key Responsibilities

Teaching & Learning

- Plan work in accordance with departmental schemes of work, working collaboratively within the department which enables flexible and creative approaches to teaching
- Lead on the development of appropriate schemes of work in your area of subject expertise
- Take account of students' prior levels of attainment and use them to set future targets and inform planning.
- Set appropriate and challenging work for all students and ensure all practice is rooted in the basic principles of quality first teaching. Ensure specific focus on children identified as EAL or with SEND.
- Maintain good discipline by following the Behaviour for Learning policies and procedures
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities
- Ensure effective setting of work and provide regular and comprehensive feedback to students
- Ensure that the quality of the learning environment is maintained and that displays in classrooms and corridors are valuable and updated regularly.
- Set work when required for absent students

Whilst this document aims to give a comprehensive overview of the duties, the post holder may also be required to undertake some additional tasks as reasonably directed by your line manager or member of the senior leadership team.

Assessment, recording, reporting and tracking

- Keep accurate records of students' work in line with school's Assessment and Feedback policy
- Mark and return work set, including homework within an agreed and reasonable time and in line with the school's Homework and Assessment and Feedback policies
- Use the school's marking scheme at all times; including guidance on literacy
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets
- Produce high-quality, individualised and informative reports that provide parents and pupils with a summary of what is going well and information on what they still need to do to improve.

Pastoral Care

- Follow schemes of work provided by Heads of Year or Senior Leadership Team with regard to teaching of PSHE or tutor time activities
- Being aware of the strengths and needs of each pupil in your form
- Undertaking regular tutor reviews with pupils, providing advice as necessary on strategies to develop key skills and achieve targets in all subjects
- Monitoring and providing appropriate advice and guidance on individual student's progress in respect to attendance, homework, behaviour management and acceptable standards of conduct and appearance
- Promoting high standards of behaviour and attitudes to work within the group
- Developing excellent relationships with parents and carers and keeping them abreast of any important developments with their child.
- Promptly completing administrative tasks relating to the group
- Other tasks appropriate to the tutor role; including creating a positive form environment

Events

1. Be visible and support school events including Sports' Day, Performances, Halloween Disco, Christmas Fair, Monitoring Days and parental information evenings and meetings;
2. Attend all required assemblies as set out in the assembly calendar/agenda;

General

1. The teacher will be part of the school's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.
2. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date
3. Update knowledge at a subject and national level by keeping up to date on research and inspection findings and other pedagogical information
4. Keep ICT skills updated to ensure effective use of technology
5. Demonstrate commitment to own professional development
6. Demonstrate commitment to the extra-curricular life of the school
7. Attend and contribute to key stage, subject, team and full staff meetings
8. In relation to the school's strategic plan, contribute towards the goals and targets
9. Maintain a professional interest in educational initiatives relevant to the teacher's subject(s)
10. The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by College SLT and Inspired Board.
11. To uphold the school's Staff Code of Conduct and policies in respect of child protection and safeguarding matters



Online or hybrid school

During periods of virtual school, changes to the role may be required to reflect the different learning conditions. As such, the post holder will:

1. Continue to deliver outstanding teaching and learning experiences through online or hybrid learning;

Strategic view

Contribute to the identification of key areas of strength and weakness in the school particularly through regular reflection and review of your own areas of teaching.

Staff responsibility

None

Important notes

1. The post holder may be required to perform any other reasonable tasks commensurate with a teaching post and in line with the school's terms and conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post and may be subject to modification.

Safeguarding

The post holder will be required to safeguard and promote the welfare of children and young people and follow the school's safeguarding policies as well as the staff code of conduct. It is their duty to immediately inform the DSL, Headteacher or Executive Headteacher of any concerns regarding a pupil to ensure the safety and wellbeing of all students at the school.

KCA Person Specification

Secondary Subject Teacher

Qualifications & experience

Essential

- Good honours degree
- QTS or equivalent
- Evidence of commitment to ongoing professional development

Desirable

- Experience of teaching subject to IBDP level
- Awareness of current developments in education
- Experience of raising student achievement
- Strong track record of high success rates and positive value added in teaching at all key stages
- Experience of undertaking form tutor role

Skills, knowledge & abilities

Essential

- Ability to demonstrate excellent teaching practice against the current teacher standards in KS3 and at GCSE
- Understanding and commitment to the principles of quality first teaching.
- Understand of and commitment to the philosophy of an IB education
- Demonstrate awareness of and ability to develop outstanding practice in teaching techniques
- Demonstrate an ability to work as part of a team in a successful department
- Ability to devise strategies to ensure aspirational student achievement
- Evidence of effectively using assessment data to inform teaching and learning in your classroom
- Demonstrate high level of skill in giving effective and regular feedback to students on academic progress
- Ability to be an energetic and supportive form tutor
- Ability to develop and sustain effective rapport with students and collegiate relationships with colleagues
- Ability to manage and develop a good relationship with parents encouraging their involvement

Desirable

- Ability to demonstrate excellent teaching practice against the current teacher standards to IBDP level

Personal Qualities

Essential

- Possess personal warmth and be able to gain the confidence of pupils and parents to create a safe environment for student development
- The ability to reflect on own teaching practice, adapting teaching strategies and techniques based on departmental / senior leadership team feedback
- The ability to communicate effectively (verbally and in writing) with all members of the school community
- Excellent organisational skills, ability to work under pressure and meet deadlines

Essential

- Commitment to the ambitious visions and values of King's College Alicante
- Demonstrable commitment in previous settings to participation in the extensive extra-curricular program of the department
- Demonstrable commitment to treating others fairly, equitably and with dignity and respect
- Be able to work in a way that promotes the safety and wellbeing of students
- Commitment to the school's safeguarding policies and procedures

Whilst this document aims to give a comprehensive overview of the duties, the post holder may also be required to undertake some additional tasks as reasonably directed by your line manager or member of the senior leadership team.