



# Worthgate Teacher JOB DESCRIPTION

---

Inspire    Empower    Achieve

---

## ABOUT THE WORTHGATE SCHOOL

We are an outstanding independent boarding school for students aged 13+, offering programmes of study that include GCSE, A Level, IB Diploma and the University Foundation Programme. We offer our students a 'home-from-home' experience, with an emphasis on a visibly caring culture across classrooms, boarding residences and extracurricular activities. We set high expectations for ourselves and each other and integrate language learning everywhere to equip our students for their continued education.

The Worthgate School is part of CATS Global Schools, a forward-facing organisation with a strong educational vision and mission, committed to inspiring the next generation of world shapers.

The group brings together 16 institutions that provide students around the globe with the education they need to develop real-life skills for the future. Our dedicated team of pioneering, persevering people, including teachers and welfare specialists, work together to create a positive environment, so that every student achieves their full potential.

---

## REPORTS TO

Teachers report directly to their Curriculum Director.

---

## MAIN RESPONSIBILITIES OF THE JOB

- To adhere to all statutory regulations, including the Teaching Standards as published by the Department for Education, and to the Worthgate School policies and procedures as contained in the Staff Handbook/Planner;
  - To teach Pre, I/GCSE, AEM, A Level, IBDP, UFP and any other course as required;
  - To be a Personal Tutor (PT) as required;
  - To plan, prepare and teach strong lessons for the classroom which enthuse and inspire students, and promote enjoyment of learning. To select and sequence appropriate materials, resources and approaches according to the course type and learners, paying attention to any additional learning support needs, with strategies to assess student learning and engagement throughout each lesson;
  - To set, evaluate, mark and track students' course work, homework, examinations and other assignments promptly, and to record marks and feedback on School systems as requested, in accordance with the School Assessment and Marking Policy and procedures;
  - To set and mark promptly independent study to be completed outside of lessons and assist in the preparation of IB EE and IAs and relevant university entrance exams (BMAT, LMAT, UKCAT etc.), in accordance with the School Marking and Assessment Policy;
  - To write half-termly reports on students with clear formative comments and targets as to how to improve work, by deadlines given, and provide regular estimated grades and feedback on tests as required;
  - Maintain effective records of lessons, grades awarded and marks given in class;
  - Ensure accurate attendance records are kept for every lesson using the school's electronic recording systems;
  - To administer and mark placement tests, and carry out a range of formative and summative assessments as appropriate;
  - To engage with QA processes as directed by the Curriculum Director and Assistant Principal Academic (e.g., standardisation, moderation of assessments);
  - To complete associated and administrative tasks to deadlines, as directed;
  - To induct students appropriately, to provide academic advice, counselling, educational guidance, and tutorial support to students, including individual learning plans as directed;
  - To supervise students' attendance and behaviour and follow up as appropriate, in accordance with the School Behaviour and Attendance policies;
  - To provide work for supervised study when a student has not completed assignments, notify Curriculum Director or relevant staff, and ensure work is marked promptly;
- 



- To develop materials and resources, implement, support and/or lead in the production and improvement of Schemes of Work as appropriate, and undertake other academic project work as directed;
- To ensure that the VLE (Teams) is promptly updated with student resources for lessons and homework (and to mark student work on Teams in order to provide timely feedback to students);
- To ensure lessons are in line with SoWs and their respective objectives, and that these are shared with students. To give feedback on materials, courses and lessons to academic and other managers/colleagues as required;
- To contribute towards the optimal utilization of learning environments, e.g., noticeboards, displays and MS Sharepoint/ VLE to motivate and inform students;
- To attend academic, departmental and School meetings when required, and attend/deliver INSET sessions as directed;
- To supervise and accompany students on excursions, as appropriate, ensuring their safety and welfare at all times;
- To encourage students to participate in all sports and social activities
- To deal with student issues/emergencies as and when they arise;
- To participate in Performance Management (PM) scheme in line with School policies and procedures;
- To be aware of your responsibility to promote and safeguard the welfare of children and young people you are responsible for/come into contact with during your employment, and be fully aware of the School Safeguarding and Child Protection Policy;
- To undertake any other reasonable duties as required from time to time by the Principal.

---

#### PERSON SPECIFICATION

- A good academic degree in a key curriculum subject area;
- Excellent knowledge of examination specifications and requirements, relevant to your teaching area;
- Effective time management skills;
- Effective communication abilities;
- Great interpersonal skills, both verbal and written;
- Good levels of IT literacy;
- Strong presentation skills;
- Clarity of speech;
- A calm and diplomatic approach.

It also requires that you are:

- Passionate about your subject;
- An advocate for cultural diversity and globalisation;
- Willing to play a part in the wider life of the school;
- A good team player, but also able to work autonomously;
- Willing to accept additional responsibilities;
- Good at prioritising conflicting demands;
- Able to meet deadlines;
- Professionally presented;
- A strong role model for young people.

---

## CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the School's Leadership Team and CGS.

The post holder is required to maintain confidentiality of any information in any form of communication pertaining to the school, staff, students, and parents that the post holder may be privy to. The post holder is expected to carry out their duties and behave in a manner that is befitting to a private international school and maintains the good image and reputation of the School and to uphold the school's policy in respect of child protection matters. The post holder may be required to perform any other reasonable tasks after consultation with the Principal.

---

## OUR COMMITMENT TO INCLUSION AND DIVERSITY

CATS Global Schools is committed to diversity, inclusion and belonging. Building on our core values - Pioneering, Persevering, People - we pledge to deliver a series of events, guest speakers, and focus groups to ensure we offer respect and understanding to all communities.

---

## AND FINALLY

CATS Global Schools is committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to safer recruitment pre-employment checks in line with the most current KCSIE guidelines.

---