



INTERNATIONAL COLLEGE

Teacher's Job Description

Overview

The King's School International College (KSIC) is the latest addition to the educational provision of The King's School, Canterbury, which also includes The King's School (KSC) and The Junior King's School (JKS). It will open in September 2018 when the first teaching staff, including the Joint Principals, take up their posts.

Prior to opening, the setting up of the College is the responsibility of the International Director and the International Administrator. It will open for students on 10 September, but staff will be appointed from 1 September from which time they will be required for InSeT and be expected to work on the programmes of study and accompanying schemes of work. Thereafter, for subsequent terms, teachers will be expected to be available for InSeT and meetings for at least a full two days before the students return (or as required by the Principals and the International Director).

The College will be full-boarding, therefore it will run a six-day timetable (Monday-Saturday) with some supervised activities on Sundays. All appointed staff will be expected to contribute fully to the all-round education and welfare of the students, as agreed with the Joint Principals. This will mean being part of the pastoral care provision, with some evening and weekend duties, and contributing to the co-curricular programme.

All teachers will be given a salary appropriate to their post at the time of their appointment. This salary will then be subject to annual review by the International Director. They will be automatically included in the Teachers' Superannuation Scheme,¹ be able to join the King's Staff Health Insurance scheme² and take up Gold Membership³ of the King's Recreation Centre. All meals, together with morning and afternoon refreshments, will be provided for teachers without charge.

Salaries and benefits for part-time staff will be apportioned *pro rata*.

Teachers at the College will report to the Joint Principals.

¹ www.teacherspensions.co.uk; staff can opt out of this scheme

² A taxable benefit; staff can opt out of this scheme

³ Gold membership for full-time staff; silver membership for part-time

Specific areas of responsibility

1. College Life and Routines
2. Academic Curriculum
3. The Wider Curriculum
4. Safeguarding, Student Welfare and Pastoral Care

1. College Life and Routines

All teachers will have shared responsibility for smooth daily running of the College as an entity - and for maintaining the general ethos, routine and pedagogy in line with the King's School – as directed by the Principals.

In so doing, they will:

- ensure that the College's rules and policies are maintained
- attend College meetings and public events
- support co-curricular events and activities

2. Academic Curriculum

The philosophy of learning within the College will be based upon the core skills of researching, questioning and communicating. All teachers will be expected to ensure that their teaching enables the students to develop these skills and become effective learners.

Students within the College will have different levels of English. Teachers must be fully aware of this and ensure that lessons and set work are differentiated accordingly. Classes will be small (maximum 10-12) and all rooms will be purpose-built and well equipped to maximise learning potential.

It is not our intention to set rigid instructions for conducting lessons or setting work; we rely on teachers' professionalism and commitment to the principles of the College. However, these guidelines should be followed:

- set appropriate tasks for the student with instructions delivered orally and, for Prep work, through the College's VLE
- ensure that every student gets chance to speak and interact in lessons
- mark work regularly and constructively, providing individual feedback to students
- adhere to the College's agreed assessment and reporting procedures (published separately)

Those delivering a syllabus for public examination must ensure that the syllabus is completed before the Easter vacation and that students are provided with online access (via the College's VLE) to all appropriate notes, past papers and revision materials before they leave for the break.

3. The Wider Curriculum

College students will be provided with many co-curricular opportunities. Therefore, all teachers will be expected to contribute to this side of student development. This could range from monitoring sporting activities to managing clubs and societies or organising trips. The level and type of contribution will be discussed at interview and agreed with each teacher at appointment.

4. Safeguarding, Student Welfare and Pastoral Care

All teachers:

- must ensure that they are fully aware of policies and practices with regard to safeguarding and student welfare
- must ensure that they adhere to the published systems of rewards and punishments
- must be role models to students

Teachers will also be required to act as tutor to a small group of students. This role will require:

- holding a weekly tutor group meeting
- organising weekly one-to-one meetings with tutees during which they will look at individual tutee's work and discuss any issues that arise
- monitoring their tutees' progress through the regular assessments and grades
- being present and active at the College for one evening duty per week (19:00-22:15)

September 2017 for September 2018