

JOB DESCRIPTION

Secondary Subject Teacher



NETWORK
INTERNATIONAL
SCHOOL

NETWORK INTERNATIONAL SCHOOL
YANGON

Job Description

Secondary Subject Teacher

About The Role

Job Title	: Secondary Subject Teacher – Network International School
Salary	: Competitive salary offered based on skills and experience
Hours of Work	: Permanent, Full Time
Accountable to	: Head of Faculty – Network International School

Job Purpose

Secondary subject teachers at Network International School are responsible for fostering an enjoyment of learning and creating a teaching environment that stimulates students to grow and develop skills appropriate to the subject and each year group. Teachers are required to deliver outstanding teaching and learning and develop schemes of work and lesson plans in line with the English National Curriculum, Cambridge IGCSE and A Levels and modified for our international setting.

Areas of Accountability

- To support the Head of Faculty and play an integral role in promoting all aspects of the school ethos, inspiring and motivating students and being an active member of the school community.
- To implement and deliver an appropriately broad, balanced and relevant curriculum based on the UK National Curriculum and Cambridge IGCSE and A Levels which provides students with the opportunity to achieve their individual potential.
- To act as a champion for all aspects of learning and a positive role model for all students.
- To support the development of the secondary school in which all staff recognise that they are accountable for delivering an outstanding education and are integral to the success of the school.
- To be responsible for delivering high quality learning in their subject area and in all other interactions with students.

Specific Duties & Responsibilities

1. Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Planning, preparation and delivery of high quality lessons that cater for the needs of all students through challenging tasks, differentiation and the setting of clear targets.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required.
- Record baseline data, track student progress and use data to inform planning and interventions.
- Set targets for progress and ensure learners understand what they are doing well and how to improve.
- Mark students work and provide written and verbal feedback according to the schools Assessment and Marking Policy.
- Set high expectations for achievement which inspire, motivate and challenge all students and lead to outstanding progress.
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- Contribute to the subject areas Self Evaluation and Faculty Development Plan.
- Demonstrate excellent subject knowledge and maintain up to date knowledge on curriculum developments.
- Participate in arrangements for preparing students for examinations and external tests.
- Set homework and plan other out of class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- Use online tools to support the delivery of high quality teaching and learning.
- Communicate effectively with parents throughout the year via Parents' conferences, report writing, etc.

- To set high expectations for student behavior and take responsibility for managing it in the classroom and on school campus.
- Liaise with Head of Faculty and SENCO in planning intervention and targeted support for identified students.

2. Whole School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to school ethos and the wider life of the school.
- Work with others on curriculum and student development to secure coordinated outcomes.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- All Network teachers must organise and participate in extracurricular activities such as after school clubs, class trips and sporting or social events.
- Participate in the school's CPD programme and support the professional development of others.
- Participate in the schools Performance Management Review process.
- To comply with the school's Health and Safety Policy.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
- To attend all appropriate meetings.
- You may be required to carry out additional duties, as the Principal may reasonably request, from time to time.

Specific Duties & Responsibilities

3. Pastoral

- To undertake the role of form tutor, and support students on an individual basis through academic or personal difficulties as stipulated by the Role of the Tutor job description.
- To monitor and support the overall progress of students in the tutor group.
- To liaise with the Deputy Head to ensure the implementation of the school's Pastoral System.
- To alert staff to any issues experienced by students in the tutor group and make recommendations as to how they might be resolved.
- To write tutor reports as required.
- Actively participate in the school's House System.

4. Efficient and Effective Deployment of Resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Effectively use a range of different learning resources and equipment.
- To contribute to the process of ordering and allocation of equipment and materials.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of all students.
- To prepare and update subject materials.
- Deploy resources delegated to them

5. Safeguarding Children & Safer Recruitment

- To be responsible for leading safeguarding the welfare of children and young people. All employees have a responsibility for the children and young people that they will come into contact with.

Person Specification

Secondary Subject Teacher- Network International School

AREA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Relevant Degree • PGCE, QTS • Continuous INSET and commitment to further professional development 	Evidence of further study/ research	Application Documentary Evidence
Experience	<ul style="list-style-type: none"> • An outstanding subject practitioner who is able to inspire students with an enthusiasm for learning • Experience of successful subject teaching in a secondary school • Supporting students of all abilities to achieve excellent progress • Experience analysing and using data to identify underachievement and inform classroom practice • Ability to establish and maintain high standards with a track record of achievement • Planning of lessons / schemes of work in line with the demands of an examination syllabuses • Evidence of effective positive behaviour management 	Experience of coordinating exam requirements Experience of teaching ESL students Experience of leading on the professional development of others	Application Interview References
Skills, Knowledge and Understanding	<ul style="list-style-type: none"> • Be a native English Speaker • Excellent subject knowledge • Ability to use AFL strategies to raise attainment and provide differentiated work to meet the needs of all students • Knowledge and understanding of the monitoring, assessment, recording and reporting of students' progress • Ability to reflect constructively on the effectiveness of a lesson • Strong interpersonal, communication and ICT skills • In depth knowledge of English National Curriculum and IGCSE and A Level syllabuses • Knowledge of best pedagogic practice and strategies to improve teaching and learning • Effective time management and organisational skills • Encourage and foster a teaching environment, which is built on mutual respect, inspiration and motivation. • Contribute to the wider life of the school through taking part in and developing the extracurricular programme • Work collaboratively and creatively with colleagues and have a good sense of humour. 	Leadership Skills	Application Interview References

Person Specification

Secondary Subject Teacher – Network International School

AREA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Personal Qualities	<ul style="list-style-type: none"> • Emotional intelligence • High standards and expectations of self and others • Capacity to understand, empathise and engage well with young people • Commitment to equal opportunity and the wellbeing and success of every individual • Positive and flexible approach to opportunities and challenges • Ability to work on own initiative and be pro-active • Ability to self-evaluate and respond positively to constructive criticism • Passion, integrity and resilience • Strong intellect, energy and an innovative and positive approach to opportunities and challenges • The capacity to inspire confidence in parents, students and colleagues 	Ambition to develop as a teacher and in career	Application Interview References