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NLCS Jeju Job Specification

Faculty Subject Teacher

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Subject Teacher
Classification	Academic
Reporting to	Head of Department
Duties & Responsibilities	**Overview** Subject teachers, responsible to their Head of Department, are accountable for the outcomes and achievements of the students they teach. All subject teachers are expected to be professional and active members of the NLCS Jeju community, working as part of the team to raise standards, improve outcomes and opportunities for all students and encourage students to embrace the NLCS ethos. **Teaching, Learning and Assessment** ● Set high expectations that inspire, motivate and challenge students. ● Ensure all lessons are prepared and taught in a way that inspires and enthuses students so that they are encouraged to develop a love of learning and a pursuit of scholarship. ● Create and maintain an engaging, exciting and an orderly classroom. ● To build stretch and challenge into their teaching at every possible opportunity. ● Ensure that students make the expected levels of progress for a student at NLCS Jeju, utilising baseline data to support aspirational target setting. ● Ensure that English speaking and AED (Academic English Development) curricular initiatives are reflected in the learning experience for all students through the teaching of all subjects.

Duties and Responsibilities (cont.)	• Maintain high standards of behaviour and expectations of how students work cooperatively with each other within the classroom and in co-curricular activities to facilitate high standards of teaching, scholarship and success. • Encourage and maintain high standards of attendance, punctuality and work by students; identifying and addressing any areas of concern. • Adopt a positive and developmental approach to monitoring activities such as lesson observation feedback, work scrutiny, learning walks and student voice. • Make use of formative and summative assessment to secure students' progress. • Assess record and report on the attendance, progress, development and attainment of students and retain these records within the departments and school database. • Report, evaluate and analyse student's progress and areas for development at set times in line with the school's assessment policy. • Identify individuals and groups of underperforming students (high, middle and low achievers) through the existing school systems outlined in the school's assessment policy. • Provide feedback to students in both written and verbal form that will support students better understanding of their achievement to date and what is needed to progress further. • Work with the Head of Department and House staff to implement strategies to address the underperformance of individual and groups of students. • Ensure the effective deployment of additional support staff such as AED teachers within the classroom. • Assist in the development of appropriate long term plans, schemes of work and lesson resources for the subject area. • Maintain accurate records of student progress and assessments and attendance registers and use these to inform interventions and monitoring of progress. • Fulfil a teaching commitment in line with the school policy and allocation. • Deliver co-curricular activities (CCA, Bryant, Enrichment) in line with school policy - including after school and on selected Saturday mornings during the academic year - and provide opportunity for academic taught enrichment and scholarship within lessons. **Other Responsibilities of a Subject Teacher** • To work professionally and effectively as part of a subject and house team. • To be a positive professional role model for all students. • Treat all students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position. • To be a form tutor to an assigned group of students and carry out that role in line with policy. • Carry out boarding duties in line with the school and departmental policy (Academic Enhancement in Boarding)

	• To carry out supervision duties as directed in the duty rota and in line with school policy. • Continue own professional development in relevant areas including subject knowledge teaching methodology and to attend relevant inset to develop career and personal development goals. • Engage actively and positively in the appraisal process, ensuring that teaching meets the expectations outlined in the NLCS Jeju Teaching and Learning Expectations. • Communicate in a timely and effective manner with parents using translators where appropriate. • Be familiar with, and follow, all school policies. • Contribute to the preparation of subject and house development plans, policy and practice as part of the subject and house team. • Support the student led academic societies through either contributing to the subject specific lecture programme or attendance at society events. • Play a full part in the life of NLCS Jeju to support its distinctive aims and ethos and be prepared to actively participate and contribute to the community activities that exist within the school. • Attend school events and activities as directed by the Principal and voluntarily support events such as house day trips, Arts week events, sports fixtures home and away and musical performances by students after school and at weekends. **Safeguarding Competencies** • Place the child at the centre of all you do • Recognise possible signs and indicators of abuse and neglect • Respond and communicate effectively and appropriately with children • Know how to receive a disclosure from a child; *listen, believe, support and report* • Understand the context of safeguarding at NLCS Jeju and what might make some children more vulnerable • Understand the School Safeguarding Policy, Code of Professional Conduct for Staff and other related policies • Share important information promptly, safely and with the correct people • Have regard for, and promote the need to safeguard students' well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country.

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North London Collegiate School Jeju

Person Specification

A Person Specification defines the required professional qualifications, knowledge, skills and qualities of the teachers sought by the NLCS Jeju in the recruitment and selection process. All members of staff employed by NLCS Jeju support and promote the school's aims and ethos.

The school is committed to safeguarding and promoting the welfare of children and young people. The School expects all staff and volunteers to share and uphold this commitment.

The right person for this position will have the following capabilities in terms of experience and skills.

	Essential	***Desirable***
Qualifications	Educated to at least degree level in a subject that is closely related to your teaching specialism with a high level of subject knowledge. Minimum of a subject specific degree plus QTS (or equivalent), or a degree plus 3 years of experience, or Masters degree.	Qualified Teacher status (or equivalent). Evidence of active engagement with continuous professional development.
Communication Skills	You enjoy working and communicating with young people and have strong verbal and written communication skills. Interpersonal skills to develop good relationships with colleagues, parents and the school community.	
Experience & Knowledge	You are committed to an education that offers academic ambition and rigour, and provides no barriers to learning. A strong knowledge and understanding of the main subject area and its associated processes and skills, with demonstrable subject passion. The ability to assess student achievements and provide meaningful feedback to students which enables them to maximise their talents and abilities.	A proven track record of successful delivery of academically ambitious teaching and learning. A knowledge of the IB Diploma and/or IGCSE within your subject area, ideally through teaching experience. Excellent ICT skills and innovative teaching and learning pedagogies. An understanding of the teaching of second language learners and their role in facilitating English Language development.

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	Ability to manage the learning environment conducive to productive learning for all students.	
Attitude & Approach	The ability to be an imaginative and innovative teacher. The energy and commitment to professional responsibilities and to the development of all students. The ability to motivate students, and to establish effective working relationships with individuals, groups and organisations. A willingness to contribute to the wider life of the school. Good-humoured, enthusiastic, positive, warm and caring. Well-organized and have good planning skills, whilst calm under pressure, resilient.	An imaginative and positive approach to challenges, which seeks solutions to problems. An understanding of the level of personal and professional commitment to Boarding School community life and the extended school day during term time. A commitment to further training and a willingness to participate in relevant CPD. Willingness to be engaged in partnership and community activities

Last Review	October 2026

NLCS Jeju is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.