



The British School
of Córdoba

Specific Title: Class Teacher
Department: Secondary
Reports to: Vice-Principal / Principal.

Summary of Role: To educate students by planning and implementing an education programme in line with the schools mission statement. Ensuring that *the individual needs* of students are met and students have access to a *stimulating learning experience*. To work within a *professional and collaborative environment* that puts the needs of the students at its centre. To ensure the *safety and wellbeing* of our students is maintained at all times.

Please note that in addition to this Job Description all school policies and procedures are binding within the work contract.

Job Description

As a Class Teacher:

Planning and Teaching

- Plan and prepare activities, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the students in their class.
- Select appropriate learning resources and develop study skills through the use of a varied selection of resources (including ICT, practical materials, and local environment opportunities).
- Set high standards for academic achievement in the classroom.
- Teach their class, groups or individual students, and to assign tasks to be undertaken both in school and out of school to develop independent learning.
- Adapt teaching methods to account for individual student needs.
- Maintain an attractive and stimulating classroom environment and contribute to displays in the whole school.
- Actively participate and contribute to the whole-school development of specific teaching and learning methods in line with the philosophy of the International Baccalaureate.
- Provide and contribute to informative verbal and written assessments, reports and references relating to the development and learning of individual students and groups of students.
- Ensure that the subject matters and learning resources reflect the school's policies of diversity and equality and that these policies are reflected in all assigned tasks and duties.

- Manage and supervise any allocated teaching assistant to fulfil their day - to - day duties within the school. Ensure teaching assistants are provided with instruction to best support the teacher and students.
- Prepare meaningful work for cover teachers that is related to curriculum, in the event of a planned absence.
- Cover classes and other duties such as early morning, break, lunch time or after school, as required.
- Actively attend staff meetings and training days.
- Work collaboratively with other colleagues on particular areas of the curriculum of relevance to your year group in order to provide a coordinated, whole-school approach.
- Maintain a register of attendance using ISAMS at the start of each day (Form Tutors).
- Prepare schemes of work and medium term planning, as required.
- Plan and organise outings relevant to the topic or the students needs, in line with the school trip policy and in liaison with the Vice-Principal.

Assessment

- Be well-informed of examination syllabus content and examination requirements and deadlines.
- Effectively monitor the academic progress of students, in line with the school's Assessment Policy by:
 - Regularly assessing students' work;
 - Recording their progress and attainment;
 - Keep detailed records of progress to ascertain strengths, weaknesses and targets;
 - Keep assessment data up to date;
 - Effectively communicate progress with students and their parents when required, ensuring the student understands '*where they are*' and '*how they can improve*'.
- Prepare and mark appropriate assessments for mock examinations, as required.
- Provide meaningful predicted grades, as required.
- Provide examination entry data to the Head of Learning and Exams Officer as directed.

Classroom Management

- Establish high expectations for behaviour in your classroom that are focused on the values of the school.

- Develop relationships with students that are conducive to high standards of learning.
- Maintain high levels of respect between students and staff by promoting an understanding of the school's values.
- Manage behaviour issues consistently and effectively by following the school's classroom management system.
- To ensure the correct use of the appropriate target language is used during class.

Communication

- Build and maintain cooperative relationships with parents and to communicate with them on student's learning and progress.
- Ensure accurate and timely recording of parent meetings using established reporting systems.
- Attend required parents information events, as directed by the Vice-Principal.
- Establish effective working relationships and communication channels with management, teachers and support staff, which support the school as a community and which cultivate an atmosphere of teamwork.
- Notify the Head of Learning and ALN coordinator of any students with additional needs in your subject area.
- Ensure accurate and timely reporting of behaviour incidents using the school's established reporting systems.
- Ensure accurate and timely generation of academic reports.

Professional Development

- Continually evaluate and review teaching methods and practices, materials and schemes of work and to initiate changes as appropriate.
- Effectively contribute to whole school reviews of policies, aims and the revision or formulation of school guidelines.
- Keep up to date with current educational thinking and practice, both through individual study and attending courses, where possible.
- To actively participate in all aspects of Personal Professional Development (PPD) and complete documents effectively and promptly.

As a member of the BSC Community

- To support, promote and embody the ethos and values of the school.

- Treat all members of the school community with respect and consideration.
- To maintain discretion when privy to confidential information.
- To support, promote and embody high standards in terms of appropriate dress, punctuality and attendance.
- Attend all departmental and staff meetings as required.
- Attend and help organise Parents' Evenings, Open Days and marketing events as required.
- To be committed to equality, diversity and inclusion.
- To work flexibly, prioritise workload and use initiative.
- Undertake any other duties that may be reasonably assigned by the Principal.