

Job Description 2021-22

EL LIMONAR INTERNATIONAL SCHOOL	
JOB DESCRIPTION	Subject and Class teacher EYs – KS5
Reporting to:	Head of School Section/Faculty Lead

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead (DSL) or to the Executive Principal or Headteacher or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

General Responsibilities:

To understand, uphold and promote the school aims, principles and objectives:

- To fulfil contractual requirements
- To understand and follow all aspects of the staff Code of Conduct
- To be accountable to their line-manager as shown in the ELIS academic leadership and management organigrams
- To keep abreast of educational developments both in their subject area and in teaching and learning and to make recommendations to their line-managers
- To fully understand, promote and implement ELIS and Cognita Safeguarding policy and procedures
- To assist line-managers with the implementation of the School Improvement Plan and school self-evaluation processes.
- To support other teachers and support staff within their departments/Year groups/Key Stages in the carrying out of their job descriptions
- To play an active role in department, Key Stage and school policy-making where appropriate
- To establish and maintain proper standards of professional performance
- To understand and fulfil all responsibilities in accordance with whole school academic and organisational policies

Specific Responsibilities:

- Teach assigned classes
- Ensure children's safety and well-being at all times, especially when there are changes to routines e.g. school events, trips etc.
- Prepare lessons and keep a record of class work and homework
- Maintain an excellent level of communication with colleagues, line-managers and SLT through SIMS, Webmail and staff briefings/meetings
- Differentiate lessons and use AfL techniques to enable all children to develop their individual skills, use support, reinforcement and extension techniques as part of subject delivery
- Ensure that lessons have a clear structure
- Plan and state learning objectives for all lessons taught
- Set learning targets and state (and model) success criteria for individuals and for groups
- Provide varied and regular feedback to students to support them with their developmental progress
- Maintain good order and behaviour among pupils, in and out of the classroom
- Set and mark homework according to subject and school policy
- Assess students' work against the EYFS, National Curriculum, (I)GCSE, AS/A2, or Spanish national requirements and record results
- Initiate and take part in the moderation of assessed work
- Record assessed results as required
- To make full use of baseline and external assessment data to establish and evaluate student potential and progress
- Report student progress to parents in the most accurate and detailed form possible according to school policy
- Leave suitable work/activity for classes in the event of absence
- Be responsible for the good care of materials and ELIS property (including the allocated laptop)
- Make book and materials orders (via the Line Manager, if applicable)
- Revise or produce schemes of work, umbrella planning, curriculum guide information as required annually
- Attend and contribute to staff, subject, parent and other meetings
- Undertake professional development
- "Cover" classes for absent colleagues as required
- Participate in the student Enrichment Programme as required
- Participate in the assembly programme as required
- Contribute to extra-curricular activities
- Carry out additional teaching and non-teaching duties, as required
- Contribute to the upkeep of quality displays in classrooms and common areas
- Undergo annual professional appraisal, participate in reflective practices and provide evidence of progress towards targets set as part of the ELIS Performance Management process (Let's Talk)

Version 11: reviewed and updated in January 2021.

To be reviewed in July 2021.