



JOB SPECIFICATION

Title	Secondary Teacher
Grade / Salary range	ABCIS Main Professional Grade
Additional Benefits	Housing; Medical insurance; Annual return flight
Department / Section	Secondary School
Location	Nha Be Campus

SAFEGUARDING

The ABCIS is committed to safeguarding and promoting the welfare of children and young people and has developed and adopted written guidelines (Code of Conduct) for appropriate and inappropriate behaviour of adults towards children.

We expect all staff, volunteers and other third parties to share this commitment and to review and affirm that they have read, understood, and will abide by the Code of Conduct.

At our school, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety.

Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

POSITION SUMMARY

The purpose of this position is to provide academic leadership and support to students as well as to provide pastoral support.

KEY OBJECTIVES

- To prepare and deliver lessons of a high academic level appropriate to each class
- To produce schemes of work as directed by the Head of Department
- To record and monitor student progress
- To write reports
- To act as a form tutor
- To liaise with the Head of Department and/or Head of Year as required
- To attend departmental, year group, and all other meetings as required by the Principal
- To act as an ambassador for the school

REQUIREMENTS

	Essential	Desirable
Educational Qualifications	Bachelor's degree PGCE or equivalent teaching qualification in a relevant field	A Post Graduate Degree in a relevant discipline
Language Skills	Excellent spoken and written English	A proven ability to present to both pupil and adult audiences
Experience	A minimum of three years teaching experience in a relevant subject UK teaching experience or experience delivering the English National Curriculum	Experience of working in an international setting

	Experience teaching GCSEs & A-Levels	
Other Special Skills and Abilities	<ul style="list-style-type: none"> • Knowledge of relevant technology • Self-motivated • High energy level • Attention to detail • High work standards • Good organisational and planning skills • Flexibility • Adaptability • Initiative 	<ul style="list-style-type: none"> • Problem solving • Decision making • Critical thinking

DUTIES & RESPONSIBILITIES

- To work as a form tutor and fulfill the responsibilities which this entails
- To maintain accurate records
- To plan, prepare resources and deliver high quality lessons
- To record incidents on ENGAGE and carry out follow up work as required
- To undertake lunchtime and break duties as required
- To attend parents days and other school events as required by the Principal
- To lead at least one ECA each term
- Reporting home to parents

SUPERVISION / LINE MANAGEMENT

BY	FOR
The Head of Department	Line Management Link Manager

COMMUNICATIONS

The successful candidate will be able to demonstrate a high level of oral, written, and personal communication skills with all client groups in the school community (Pupils, parents, colleagues, SMT, and administrators).

KEY DESCRIPTORS OF ROLE AND FUNCTION

ROLES & FUNCTIONS	DESCRIPTION
Planning and Teaching	<ul style="list-style-type: none"> • Preparing and delivering lessons to a range of classes • Researching new topic areas, maintaining up-to-date subject knowledge and then devising and writing new curriculum materials • Preparing pupils for qualifications and external examinations; • Managing pupil behaviour in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehaviour in line with the whole school behaviour management policy; • Establish and communicate clear objectives for all learning activities • Prepare classroom for class activities • Provide a variety of learning materials and resources for use in educational activities • Identify and select different instructional resources and methods to meet students' varying needs • Instruct and monitor students in the use of learning materials and equipment • Use relevant technology to support instruction

	<ul style="list-style-type: none"> • Develop schemes of work and lesson plans • plan, prepare and deliver instructional activities that facilitate active learning experiences • differentiate activities as appropriate to the class
Assessment, Recording and Reporting	<ul style="list-style-type: none"> • Marking work, giving appropriate feedback and maintaining records of pupils' progress and development; • Encourage and monitor the progress of individual students • Maintain accurate and complete records of students' progress and development • Update all necessary records accurately and completely as required by the school • Prepare required reports on students and activities • Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs • To ensure all incidents are accurately recorded on Engage and that appropriate follow up actions are carried out
Professional Standards	<ul style="list-style-type: none"> • Treat all members of the community, colleagues and students with respect and consideration especially in regard to cultural and linguistic differences. • Treat all students fairly, consistently and without prejudice. • Be a role model for students • Be an ambassador for the school • Promote the aims of the school by attendance at and participation in events such as school trips, open days, parents' days, concerts and development meetings. • Support the ethos of the school by upholding all school policies and procedures • Attend meetings as required. • Ensure that all deadlines are met. • Undertake professional duties that may be reasonably assigned by members of the Management Team, including duties before school and during break and lunchtime. • Where necessary and under the direction of middle and/or senior management supervising and supporting the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs);
Professional Development	<ul style="list-style-type: none"> • Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD) • Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
Extra-Curricular Activities	<ul style="list-style-type: none"> • Participating in and organising extra-curricular activities
Behaviour for Learning	<ul style="list-style-type: none"> • Manage student behaviour in the classroom by establishing and enforcing rules and procedures • Maintain discipline in accordance with the rules and disciplinary systems of the school • Apply appropriate disciplinary measures where necessary • To ensure all incidents are accurately recorded on ENGAGE and that appropriate follow up actions are carried out

Pastoral Responsibilities	<ul style="list-style-type: none"> • Take responsibility for a tutor group under the guidance of a Head of Year. • Contribute to the PSHE and Assembly programme • Perform certain pastoral duties including but not limited to student support, counseling students with academic problems and providing student encouragement • Liaising, where appropriate, and under guidance from middle and/or senior management with other professionals, such as learning mentors, careers advisers, child protection Officer, educational psychologists and education welfare officers • To ensure that all incidents are recorded on Engage and followed up appropriately • To review Engage records for their tutor group at least twice a week
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APPRAISAL, ASSESSMENT & REVIEW

	BY SELF	BY LINE-MANAGER(S)
Frequency	Annually	Informal – Annually and by mutual agreement/convenience Formal – Bi-annually and as driven by line-manager
Methods to be employed	Questionnaire & C&M	Personal Interviews
Recommendations -What next?	Identification of Professional Development Needs	To be defined by outcomes of Review(s)

REVISIONS AND AMENDMENTS

Description of Amendment or Change	Made by (Signature)	Agreed (Signature)	Date