



An independent 3-18 day school in the Seychelles



### *The post of Teacher of English*

**Responsible for:** The provision of a full learning experience and support for students in Y7-13

#### **Purpose:**

- To teach English, including planning and preparing courses and lessons; setting and marking of work; and assessing, recording and reporting on development, progress and attainment
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

#### **Main duties**

<b>Teaching</b>	<p>To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</p> <p>To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</p> <p>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</p> <p>To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</p> <p>To undertake a designated programme of teaching.</p> <p>To ensure a high quality learning experience for students this meets internal and external quality standards.</p> <p>To prepare and update subject materials.</p> <p>To use a variety of delivery methods this will stimulate learning appropriate to student needs and demands of the syllabus.</p> <p>To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</p> <p>To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</p> <p>To mark, grade and give written/verbal and diagnostic feedback as required.</p> <p>Preparing pupils for public examinations, assessing pupils for the purpose of such examinations, recording and reporting such assessments and attending meetings connected with the conduct of public examinations.</p>
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<b>Operational/ Strategic Planning</b>	<p>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</p> <p>To contribute to the Curriculum Area and department's development plan and its implementation.</p> <p>To plan and prepare courses and lessons.</p> <p>To contribute to the whole school's planning activities.</p>
<b>Curriculum Provision</b>	To assist the Heads of Key Stages and to ensure that the curriculum area provides a range of teaching which complement the school's strategic objectives.
<b>Curriculum Development</b>	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.
<b>Pastoral Care</b>	<p>To be a Form Tutor to an assigned group of students.</p> <p>To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</p> <p>To liaise with the Head of Secondary to ensure the implementation of the school's Pastoral System.</p> <p>To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</p> <p>To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</p> <p>To contribute to the preparation of Action Plans and progress files and other reports.</p> <p>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</p> <p>To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</p> <p>To contribute to PSHE according to school policy.</p> <p>To apply the Behaviour management systems so that effective learning can take place.</p>
<b>Staff Development</b>	<p>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</p> <p>To continue personal development in the relevant areas including subject knowledge and teaching methods.</p> <p>To engage actively in the Performance Management Review process.</p>
<b>Quality Assurance</b>	<p>To help to implement school quality procedures and to adhere to those.</p> <p>To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</p> <p>To review from time to time methods of teaching and programmes of work.</p> <p>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</p>
<b>Management Information</b>	<p>To maintain appropriate records and to provide relevant accurate and up-to-date information for iSAMS, registers, etc.</p> <p>To complete the relevant documentation to assist in the tracking of students.</p> <p>To track student progress and use information to inform teaching and learning.</p>
<b>Communicatio ns</b>	<p>To communicate effectively with the parents of students as appropriate.</p> <p>Where appropriate, to communicate and co-operate with persons or bodies outside the school.</p> <p>To follow agreed policies for communications in the school.</p>
<b>Marketing and Liaison</b>	<p>To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.</p> <p>To contribute to the development of effective subject links with external agencies.</p>
<b>Management of Resources</b>	<p>To lead any staff working with the department.</p> <p>To contribute to the process of the ordering and allocation of equipment and materials.</p> <p>To assist the Heads of Key Stages to identify resource needs and to contribute to the efficient/effective use of physical resources.</p> <p>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</p>
<b>Subject-</b>	To run clubs for students.

<b>specific duties</b>	
<b>Other Specific Duties</b>	<p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</p> <p>To put up school's performance.</p> <p>To promote actively the school's corporate policies.</p> <p>To continue personal development as agreed.</p> <p>To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</p> <p>To undertake any other duty as specified by SLT not mentioned in the above.</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work that is not specified in this job description.

### *The Person*

The successful candidate will have the following key skills, experience and attributes:

#### **Skills and Experience**

The successful applicant should:

- Have excellent subject knowledge
- Have experience of teaching iGCSEs and A-Level / the CAIE syllabus
- Understand the requirements of working in an independent school
- Understand the requirements of working in an international school
- Be committed to contribute to the extra-curricular life of the school

#### **Personal qualities**

The successful applicant should:

- Be suitably qualified and/or experienced to teach the subject
- Be passionate about teaching and the value of the subject
- Be committed to the values of ISS and independent education and play a full part in the life of the school
- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children
- Understand the particular needs and concerns of this age group, their parents and those who teach at this level
- Promote fairness and equality of opportunity amongst the children and believe passionately that all children should be valued equally
- Have a good sense of humour
- Be a good listener with children and adults, open and approachable
- Be flexible whilst adhering steadfastly to important principles
- Possess determination, enthusiasm and stamina
- Present high standards of appearance at all times in keeping with the profession
- Communicate confidently with parents
- Be positive and motivated
- Be computer literate
- Can work under the leadership of their line manager and members of the Senior Leadership Team as required.

## **Qualifications**

Education to degree level or equivalent  
Teaching qualification  
Evidence of continuing professional development

## ***Terms and Conditions***

### **Salary**

As per the ISS Teaching Scale, with Relocation and Housing Allowances available for expat teachers.

### **Salary range**

From Rs26,000.00 to Rs35,000.00

Inclusive of Qualification & Relocation Allowances

Housing Allowance: Married couple with children - Rs12,000.00  
Single/couple with no children - Rs10,000.00

### **Hours**

The post holder will be expected to work such hours as may be reasonably required of them or as may be necessary for the proper and efficient performance of their duties. This is a full-time position.

### **Holidays**

12 weeks a year to be taken in the School Holidays.

### **Notice**

One term

### **Other benefits**

Fee remission for children in accordance with the staff fee remission policy  
End of contract bonus - £4000.00 upon successful completion of contract.  
Flights at the beginning and end of the contract  
Free car parking on site  
School's CPD programme

### **Safeguarding**

The post 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 School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Child Protection Officer.

International School of Seychelles (ISS) is an equal opportunities employer and is committed to the safeguarding of children. This appointment will be subject to safer recruitment checks.