

Group:	Faculty
Reports to:	Principal
Direct reports:	None
Position Summary:	Academia Cotopaxi employs teachers to teach any grade levels PK-12, subjects and /or combination thereof. The placement to grade level is made through the mutual agreement of the Principals, Director, and the teacher when, and if, possible. There may be times when a teacher will be placed on a need basis and the teacher must be willing to accept this assignment.

Key areas of responsibility:

The working schedule for full-time staff members will be at least 40 hours per week, and 200 school days per year.

Teachers will be responsible for the following:

The role – Job description for all teachers

Key Accountabilities:

- Represent areas of knowledge, understanding, and skills to students
- Lead by example in the highest regard for truth, justice, equality of opportunity, human rights, benevolence, and compassion
- Engage and motivate students to achieve at levels that are beyond their expectations and previous limits
- Use excellent subject knowledge, pedagogic, and interpersonal skills to enthuse and enable students to experience amazing learning
- Make full use of ICT and the new technologies to enhance the quality of teaching and learning for students of all ages and attainment levels
- Plan lessons taking full account of students’ individual learning needs, as well as their individual learning styles, preferences, and capabilities
- Encourage and enable all students to become effective, confident and independent life-long learners
- Maintain excellent professional relationships with colleagues by making a wider professional contribution to the continuing improvement of the school
- Plan and deliver a programme of learning opportunities and activities to enrich and enhance the taught curriculum
- Cooperate with colleagues to establish and maintain fair and consistent disciplinary practices in the classroom, around the school and on school trips, and taking active measures to protect students from all forms of abuse, including racist or sexist abuse, bullying, and any kind of corporal punishment

- Communicate open and professionally with parents on a regular basis about the attainment and progress of their child
- Contribute to the development and provision of the highest quality of education
- Contribute actively to department discussions in academic meetings
- Contribute to and plan after-school activities as required
- Actively support the school partnership with the community e.g. attending school / community events which may occasionally occur at weekends or in the evening i.e. school concerts etc.
- Promote a positive ethos across the school based on the school vision/values and a commitment to ensuring the wellbeing of students, staff, and the wider school community
- Other responsibilities as reasonably requested

Teaching

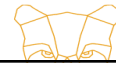
- Plan and prepare yearlong plans and complete planning documentation
- Teach with consistent effectiveness the students in your classes, taking full account of all students' individual educational needs
- Set and mark work to be carried out by the students in school, online, at home, and elsewhere, as appropriate
- Promote the intellectual, moral, spiritual, cultural, physical and personal abilities and aptitudes of the students in her/his classes and provide guidance and advice to students on educational and relevant social and other matters
- Make records of and reports on the personal and social needs of students
- Take part as appropriate in whole school development and share and promote best practice
- Promote wellbeing practices
- Assess, record, and report on the development, progress and attainment of the students in your classes
- Provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students
- Guide students to set targets to improve on their previous 'best' and give regular feedback to students to support next steps in learning

Continuing Professional Development

- Keep under review your methods of teaching and programmes of work
- Be proactive and take accountability for own development
- Participate in arrangements for your further training and professional development as a teacher

Curriculum Development

- Advise and cooperate with the principal and other colleagues on the preparation and development of courses of study, teaching materials, teaching plans, methods of teaching, and assessment and pastoral arrangements



Additional duties

- Ensure teaching and learning is of the highest standard and meets the school's targets for progress and attainment
- Be accountable for standards in all subjects
- Manage the curriculum ensuring it is imaginative, innovative and in line with the ethos of the school, focusing on engagement, relevance, inclusion and choice
- Attend professional development sessions in order to stay up-to-date in current educational thinking, with opportunities to share and disseminate best practice
- Ensure children make as much progress as possible including on both internal and external assessment
- Ensure the school maintains a positive and respectful ethos
- Ensure the curriculum is inclusive and learner led, taking into account the cultural heritage of the school community and the local region
- Communicate with families about learning and other issues related to school
- Provide active supervision during student lunch recess in accordance with the schedule provided by the divisional Principal.
- Secondary School Teacher Responsibilities:
 - Attend and engage in a yearly Discover Ecuador experiential learning trip.
 - Provide student academic support after school from 3:00 - 3:45 pm on Mondays, Tuesdays, and Thursdays.
 - Serve as a Mentor Teacher to a small group of students within a grade level. Provide guidance as their mentor teacher, engage in community building activities, and teach Social Emotional Learning (SEL) lessons provided by the Counseling Department.
 - Supervise a student club which takes place during mentor time
 - Supervise Extended Essays and/or Student Inquiry Projects (as needed).

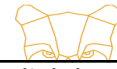
Skills, Qualifications and Experience

Education: Relevant international teaching qualification: minimum BA/BS

Experience: Min of 3 years of teaching experience

Competencies:

- Excellent working knowledge of IB Curriculum and the latest contemporary learning practices



- Excellent IT skills, communication skills, and command of the English language, in spoken and written form
- A collaborative team-player with excellent personal skills.
- Effective classroom and behavior management
- Experience with special education, Talented & Gifted education, and instruction targeted at English language learners preferred

Attributes:

- Collaborative team player, empathetic listener
- Integrity and confidentiality
- Internationally minded
- Emotional intelligence
- Professionalism
- Intercultural awareness, creative
- Online and classroom teaching experience
- Flexible and a can-do attitude