**Job Description**

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| **Section** | Secondary & Sixth Form |
| **Position** | Teacher |
| **Reporting to** | Head of Department |
| **Duties and responsibilities** | **Teaching and learning**   * Plan, prepare and deliver lessons * Apply pedagogy to engage students in their learning * Design assessments and provide timely feedback to facilitate student learning * Monitor and maintain records of students’ academic progress and social development * Organise and co-ordinate co-curricular activities and/ or other student-related activities and events * Work with stakeholders (e.g. parents) to meet the pastoral needs of students * Work with colleagues in the department to review curriculum, pedagogy and assessments   **Professional development**   * Participate in department meetings, school-wide training events and attend relevant training workshops as identified by the school |
| **Personal qualities** | * Excellent class management skills * Excellent interpersonal and communication skills * A good team player |
| **Education qualifications** | * A good University degree in the subject content area is required * Recognised teaching qualification such as PGCE |
| **Experience** | * Experience in teaching the AS/ A-Levels and/ or IBDP preferred * Minimum 3 years of teaching experience |