

JOB DESCRIPTION

Date

09.18

Job title:	Secondary Teacher
Reporting to:	Appropriate Head of Subject, Director of Learning, Deputy Head Academic, Deputy Head Pastoral, Head of Secondary and Pre U
Department/School:	The British School of Barcelona, Castelldefels
Checks:	Background checks, qualification documents, ID

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 Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

The secondary teacher consistently works towards outstanding BSO criteria across all professional standards.

Key Responsibilities

Planning, Teaching and Class Management

To teach classes of pupils throughout the school by planning appropriate teaching to achieve progression of learning for those pupils through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks, which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.

- Setting clear targets, building on prior attainment.
- Identifying and adapting teaching to the requirements of SEND or very able pupils.
- Providing clear structures for lessons, maintaining pace, motivation and challenge.
- Making effective use of assessment and ensuring coverage of programmes of study.
- Ensuring effective teaching and best use of available time.
- Monitoring and intervening to ensure sound learning and behaviour for learning using the school's policies and procedures.
- Using a variety of teaching and learning methods to meet the needs of all pupils across all subjects.
- Evaluating your own teaching critically to improve effectiveness.
- Managing other adults in the classroom as appropriate.

Monitoring, assessment, recording and reporting

- Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Marking and monitoring pupil's work and set targets for progress.
- Assessing and recording pupil's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents.

Pastoral care

- Undertaking pastoral and tutorial duties and supporting pupils on an individual basis through academic or personal difficulties; monitor attendance and punctuality and report any concerns to Parents and Head of Year, Pastoral Deputy Head or the Head of Secondary and Pre U, as appropriate.

Other professional requirements are to:

- Operate at all times within the stated policies and practices of the school.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Ensure your own professional development.
- Develop appropriate liaison with all teaching and support staff.
- Liaise effectively with parents and actively promote their involvement in the life of the school.
- Actively lead and develop the subject area as part of the wider, extra-curricular offer.

Other subject specific expectations will be directed by the relevant Director of Learning, Deputy Head Academic or Head of Secondary School and Pre U.

Person Specification

Education and Skills:

Essential:

- Fully qualified teacher
- Excellent classroom management skills and able to follow the school's disciplinary code.
- Excellent subject knowledge.
- Full understanding of Equal Opportunities and able to implement in everyday practice.

Desirable

- Further qualifications and track record of professional development.

Training and Experience:

- Successful experience in teaching in a UK school.
- Proven track record of delivering the subject area.
- Record of delivering relevant extracurricular activities/events

Competencies for the Role:

Role Specific

- Approachable to children, parents, and staff.
- Able to work as part of a team.
- Able to give clear instructions to children and be organised in classroom management.
- Flexible, friendly and cooperative when working with colleagues.
- Able to communicate clearly to parents and resolve any issues quickly and professionally.
- Able to communicate effectively in writing.

Values Based Behaviours – behaviours associated with our company values

- Loyalty
- Equality
- Achievement
- Determination
- Empathy
- Respect

Signed: Date:

Name (Print):