

Job title: Secondary Teacher

Mission: To promote, together with the support and collaboration of the SLT, daily learning activities with specific goals and guidelines to achieve success with their students as well as follow professional practices consistent with school and system policies in working with students, students' records, parents and colleagues.

KPIs	Values	Functions	Skills
<ul style="list-style-type: none"> Assessment of quality of classes delivered School staff teaching Competence standards and skills improved, self-reflection and analysis tools Increase in presence and participation of the school as a reference in the educational sector. Key measurements in evaluating your own teaching critically to improve effectiveness Students, parents and school overall satisfaction (survey results) Contribute to the life of the school through effective participation in meetings, organisational needs and management systems necessary to co-ordinate the management of the school Ensure own professional development 	<ul style="list-style-type: none"> INNOVATION: Proposal of added values INTEGRITY AND PASSION: Transparency and resilience COLLABORATION: Team player, work towards a common goal and an ability to support the management of the school in all aspects of safeguarding its pupils. RESPECT AND FLEXIBILITY: Accept other views and timings APPROACHABLE : to children, parents and staff <p>Values Based Behaviours – behaviours associated with our company values</p> <ul style="list-style-type: none"> Loyalty Achievement Determination Empathy Respect 	<ul style="list-style-type: none"> Take responsibility for all students' learning. Be available for parents and meetings according to school policies. Facilitates home-school communication by such means as holding meeting and sending written communications as well as sharing those notes with Spanish teachers and support staff. Maintains confidentiality of students and their records. Use and provide evidence of data used to organize, plan and set goals and throughout the year to evaluate progress. Establish a safe and orderly environment. Work collaboratively with all school personnel to create a professional and positive learning community. Attend and participate in faculty meetings and other assigned meetings and activities according to school policy. Assign reasonable tasks and homework to students according to homework policy. Undertake lunchtime and playtime duties. To ensure the Behaviour Management and monitor pupil's attendance so that effective learning can take place. Ensure planning is up to date and detailed fully understandable in case of cover. To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure pupils to follow this example. To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. Assume responsibility for supervising and attending students in out of class settings as well as during playtime, lunchtime duties and helping the entrance/exit of school, helping to keep order and calling children. To create a culture of becoming E-safety 'experts' by running workshops/talks for students and parents. To provide support for children who need guidance in resolving problems involving friendships. To promote and maintain positive behaviour during lessons. Ongoing reviews with staff of use of behaviour management policy. To undertake investigations into reported misbehaviour/incidents informing the Head of Upper school and in the absence the Deputy Head. Work closely with SEN department, especially to cater for students with academic needs that lead to emotional needs in school. To be proactive in leading communication with families in line with the ethos of the school. Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them. 	<ul style="list-style-type: none"> Exemplary in using skills and instructional strategies for educational purposes Excellent communicator Team working skills, ability to work with different skilled profiles Flexible, friendly and cooperative Self-starter, able to work independently and work effectively with others To have excellent classroom management skills and to be able to follow the school's disciplinary code. An ability to understand and attune ideas to the school's structure and culture.

Profile: Successful teaching experience; Fully qualified teacher

Relationship:

INTERNAL: SLT, teachers, parents and students, Pupil Support Services, relevant staff with cross school responsibilities, relevant non-teaching staff.
EXTERNAL: Outside Suppliers

Hierarchical dependency: Direct Report: SLT, Heads of Department and KS coordinator

Safeguarding Responsibilities

To comply with safeguarding policies, procedures and code of conduct
 To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
 To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
 To engage in safeguarding training when required