

# Role Profile

# Secondary Teacher

Location: British School of Valencia

Function: School Classroom Teaching

Reporting To: SLT, Heads of Department  
and KS Coordinator

# What you'll be doing

## Role purpose

To promote, together with the support and collaboration of the SLT, daily learning activities with specific goals and guidelines to achieve success with students, while following professional practices consistent with school and system policies in working with students, student records, parents, and colleagues.

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## Key responsibilities

- Take responsibility for all students' learning.
- Be available for parents and meetings according to school policies.
- Facilitate home-school communication through meetings and written communications, sharing notes with Spanish teachers and support staff.
- Maintain confidentiality of students and their records.
- Use and provide evidence of data to organise, plan, and set goals, and evaluate progress throughout the year.
- 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 activities according to school policy.
- Assign reasonable tasks and homework to students according to homework policy.
- Undertake lunchtime and playtime duties.
- Ensure behaviour management and monitor pupil attendance so effective learning can take place.
- Keep planning up to date and detailed for cover purposes.
- Play a full part in the life of the school community, supporting its mission, ethos, and policies, and encouraging pupils to follow this example.
- Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Supervise and attend students in out-of-class settings, including playtime, lunchtime, and school entry/exit.
- Promote e-safety by running workshops/talks for students and parents.
- Provide support for children needing guidance in resolving friendship issues.
- Promote and maintain positive behaviour during lessons; review behaviour management policy regularly.
- Investigate reported misbehaviour/incidents and inform the Head of Upper School or Deputy Head.
- Work closely with the SEN department to support students with academic and emotional needs.
- Lead proactive communication with families in line with school ethos.
- Encourage a culture of listening to children and considering their wishes and feelings in all protective measures.

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## 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.

# What you'll bring

## Essential

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### Skills

- Exemplary use of instructional strategies for educational purposes.
  - Excellent communication skills.
  - Strong teamwork skills and ability to work with diverse profiles.
  - Flexible, friendly, and cooperative attitude.
  - Self-starter, able to work independently and collaboratively.
  - Excellent classroom management skills and ability to follow the school's disciplinary code.
  - Ability to understand and align ideas with the school's structure and culture.
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### Qualifications

- Fully qualified teacher.
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### Experience

- Proven experience in teaching.
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### Key Stakeholders you'll be working with

- **Internal:** SLT, teachers, parents, students, Pupil Support Services, relevant cross-school staff, and non-teaching staff.
- **External:** Outside suppliers.
- **Direct Report:** SLT, Heads of Department, and KS Coordinator.

### To be signed and dated by employee:

Signed: .....

Name (print): .....

Date: .....

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