

JOB DESCRIPTION

POST: Secondary Teacher

SCHOOL: St George's International School Luxembourg

Job Purpose

- An inspiring professional demonstrating thorough curriculum knowledge.
- Effective classroom practitioner utilising a range of differentiation and target setting techniques.

Core Requirements of the Post

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- inspire trust and confidence in students and colleagues;
- build team commitment with colleagues and in the classroom engage and motivate students;
- demonstrate analytical thinking to improve the quality of students' learning, contribute to the school improvement / development planning and promote the learning priorities of the school improvement plan;
- contribute to the development and / or implementation of school policies;
- have responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
- promote the wider aspirations and values of the school.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- understanding and applying effective classroom management;
- understanding and applying a range of teaching strategies;
- positively targeting and supporting individual learning needs;
- maintaining high levels of behaviour and discipline;
- effectively using homework and other extra-curricular learning opportunities;

Monitoring, Assessment, Recording, Reporting

- use performance data to evaluate students' progress and set appropriate targets for improvement;
- use assessment to inform planning and teaching;
- report on progress to all stakeholders.

Pastoral Duties

- be a form tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;
- liaise with the Key Stage Coordinator and Key Stage Head to ensure the implementation of the school's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to SMSC, citizenship and enterprise according to school policy.

Other Professional Requirements

- have a working knowledge of teachers' professional duties/standards and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- maintain an up to date knowledge of good practice in teaching techniques;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- communicate learning objectives;
- undertake professional development to enhance teaching and students' learning, and share outcomes with colleagues
- Take responsibility for professional learning.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Strategic Direction & Development of the School	Essential	Desirable
Experience implementing some whole school polices within the subject area.		√
Experience of using a range of information and evidence to raise student achievement.	√	
Experience of successfully delivering inclusive practice to ensure equal opportunities for all.	√	
Ability to identify realistic and challenging targets for improvement in the subject area.	√	
Evidence of working in partnership with parents.		√

Teaching and Learning	Essential	Desirable
Exemplary classroom practitioner.	√	
Ability to ensure curriculum coverage continuity and progression in the subject, for all students.	√	
Ability to set targets in the subject area using school provided data.	√	
Experience of sharing advice and guidance to colleagues on teaching and learning.		√
Experience of using inclusive practices to ensure equal opportunities for all in the subject area.	√	
Experience of the delivery of the subject content within relevant key stage(s) and its assessment tools.	√	

Efficient and Effective Development of Resources	Essential	Desirable
Ability to use accommodation to create an effective and stimulating environment.	√	
Experience of ensuring that the learning environment is safe and that risks are adequately assessed.	√	
Experience of resource allocation and budget management.		√

Professional Development	Essential	Desirable
Qualified teacher status.	√	
Evidence of recent and appropriate professional development.	√	
Sound up to date knowledge of subject area.	√	
Understanding of the importance and willingness to undertake CPD.	√	
Post graduate level qualification in subject area.		√

Other Qualities	Essential	Desirable
Willingness to contribute to the wider school life, including Extra Curricular Activities.	√	
Excellent communication and interpersonal skills.	√	
Confident ICT user.	√	
Ability to motivate students and set an example of high personal standards.	√	
Experience of organising and leading off site trips.		√