

# Colegio Gran Bretaña



Founded in 1997

## Job Description – Additional Language Teacher in Key Stage 2 (KS2)

### Name:

The post holder should at all times promote the vision and philosophy of the school, a copy of which is given to all staff. While this job description lists areas of personal responsibility, the post holder interacts on a professional level with colleagues and, with them, seeks to improve the quality of learning in the school.

**The post holder shall carry out the professional duties of a teacher, which will include but are not limited to the:**

- ◆ preparation and delivery of the assigned curriculum (as instructed by the Head of ALD in Primary or the Head of Primary) and lessons that contain appropriately designed assignments and activities, and which challenge and meet the individual needs of all students.
- ◆ participation in Admissions testing procedures by administering oral and written tests in English.
- ◆ replacement of any teachers in their absence as requested by the Key Stage Coordinator, the Head of Primary or the Director.
- ◆ promotion of student learning by creating and maintaining a stimulating, challenging and safe learning environment.
- ◆ control and oversight of the economic use and storage of all teaching materials used in the preparation and delivery of assigned lessons.
- ◆ promotion of the well being of students, collectively and individually.
- ◆ involvement in the process of staff appraisal through self-appraisal and an evaluation by an appraiser.
- ◆ familiarisation with, and the following and implementation of all adopted school policies.
- ◆ supervision of duties as assigned by the Key Stage Coordinator, the Head of Primary, or the Director.
- ◆ update of follow-up documents, preparation of EAL performance results and involvement in the school's Promotion Committee as described in the Staff Handbook.
- ◆ conformity to the administrative procedures of the school: mark books and reports; punctuality; attendance to meetings, assemblies; cleanliness of classrooms used.
- ◆ contribution to the ongoing development of curricula of the Language Input and English as an Additional Language programmes (EAL).
- ◆ participation in teams, groups, meetings, workshops and other sessions, with the aim of contributing to the development of the educational programme.
- ◆ maintenance of high standards of behaviour in accordance to the (school's) code of conduct and associated codes (see Staff Handbook – 'Code of Conduct' and 'Discipline Policies').
- ◆ setting of stimulating and challenging home learning tasks that promote reading and critical thinking.
- ◆ production and timely submission of reports, for assigned courses, as per the reporting schedule (see Staff Handbook – 'Report Writing') and EAL report writing policy.
- ◆ referral of disciplinary problems to the student's Form Tutor or Head of Primary.

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- ◆ assessment and recording of individual student progress as requested by the Head of ALD in Primary of Head of Primary.
- ◆ adherence to school hours for teaching staff: 07:15 to 16:00 (full time - see Staff Handbook – ‘The School day’)
- ◆ information to the Head of ALD in Primary and Head of Primary of absenteeism or late arrival (see Staff Handbook – ‘Sickness’)
- ◆ assurance (if aware of an upcoming absence) that sufficient and appropriate lesson plans and work are provided for teachers covering lessons.
- ◆ creation and maintenance of an appropriate relationship with students and all members of staff in the school.
- ◆ consultation and collaboration with parents throughout the school year as well as at official parent consultation times, on all issues concerning their child’s educational progress.
- ◆ timely submission of required administrative returns and records - paz y salvo (see Staff Handbook – ‘The Paz y Salvo Process’).
- ◆ compliance with channels of communication with Form Tutors and Specialists in order to maximise students’ learning and individual potential.
- ◆ collaborative work (co-planning and co-teaching) with the Form Tutor and other teaching staff involved in Language Input sessions, In-class support and EAL programmes, which aid students in KS2.
- ◆ appropriateness of dress, according to the staff dress code (see Staff Handbook – ‘Staff Dress Code’).
- ◆ following of appropriate procedures with regard to grievances or complaints (see Staff Handbook – ‘Community Complaints and Grievances’).
- ◆ attendance to all school community events, e.g. Bonfire Night, during or after school hours.
- ◆ attendance of the school Fun Day (Saturday).
- ◆ planning and running of a co-curricular activity as required.
- ◆ planning and teaching of staff classes as requested by the Head of ALD in Primary or the Head of Primary.
- ◆ translation of written reports and interpretation of meetings, conferences and workshops as requested by the Head of ALD in Primary, the Head of Primary or the Director.
- ◆ tracking and follow up of children as requested by the Head of ALD in Primary or the Head of Primary.
- ◆ contacting parents as requested by the Head of ALD in Primary or the Head of Primary.
- ◆ any reasonable request made by the Head of ALD in Primary, the Key Stage Coordinator, the Head of Primary or the Director.

Post holder’s signature ..... Date:

Director’s signature ..... Date: