LOCATION	INTERNATIONAL COLLEGE SPAIN, Madrid
JOB TITLE	**Teacher of MYP and DP, SECONDARY**
JOB PURPOSE	Promote and maintain high professional standards within the classroom and wider school community in support of the aims and ethos of the school.
REPORTING TO	Head of Subject Group,
OTHER KEY RELATIONSHIPS	MYP Coordinator, DP Coordinator, Grade Level leaders
PACKAGE	Competitive

KEY RESULT AREA

Provide effective and proactive IB teaching and learning to students participating in the subject area ensuring that lessons are based on clear learning objectives and that all students make progress.
Ensure that planning, preparation, recording, assessment and reporting meet students' varying learning and social needs and be flexible and adjust to the needs of the school, actively contributing to its development and growth.
Promote and maintain high professional standards within the classroom and wider school community in support of the aims and ethos of the school.

Planning, Teaching and Class Management
Playing a full part in the on-going development of the school through participation in; curriculum development, programme planning, faculty committees, evaluation/accreditation processes and staff meetings.
Carry out teaching duties in accordance with the school's schemes of work and the defined IB curriculum.
Facilitate the learning of assigned students by planning teaching schemes and lessons which 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 –i.e. is aware of and makes provision for students who have differentiated instructional needs
- maintaining high levels of behaviour and discipline
- efficiently mark and return (home)work in line with the school's assessment policy, including feedback for improvement and progress for each student
- set targets for student attainment levels using prior achievement data.
- demonstrate appropriate consistent progress and high expectations
    - for all students
    - across all teaching areas
    - across all spectrums of background, ability and behaviour

Exhibit a sound knowledge of, interest in, and enthusiasm for the subject matter whilst recognising the relationship between the subject area and other disciplines, particularly through inter-disciplinary activities in accordance with the IB programmes being delivered
Maintain rigorous and accurate records, including students' attainment, attendance, homework set and outline lesson plans.
Where appropriate plan field trips that meet learning objectives as well as broaden students' experience.
Prepare and keep up to date "substitute" material in case of absence or illness.
Assist in the selection of educational materials such as books, supplementary materials and supplies.
Use a variety of display techniques to showcase student learning both in and outside of classroom and ensure displays are regularly updated and remain current.
Contribute to and engage students in activities and learning events within NAE's Global Classroom

Monitoring, Assessment, Recording, Reporting

- Use performance data to evaluate students' progress, engage students in their own learning through meaningful feedback and set appropriate targets for student improvement.
- Use assessment data to inform planning and teaching.
- Report each individual student's progress to parents and school personnel through written reports and formal and informal conferences.
- Contribute to curriculum reviews and improvement planning which supports school development and enhances student learning.

Pastoral Duties

- Be a form tutor to an assigned group of students.
- Develop a rapport with students in a professional manner, showing concern for individual student's social and emotional needs and provide effective and proactive pastoral care for students in order to promote the general progress and well-being of individual students.
- Work with the Grade Level Leader to support student welfare within the school's systems and procedures;
- Record and report student attendance, accompany them to assemblies, encourage their 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, the welfare of individual students with appropriate staff.
- Contribute to the Tutorial, Careers, Service Learning and Student Leadership programmes where appropriate
- Provide cover classes for other teachers as required and within policy defined limits.
- Carry out supervision duties on a rota basis.

Other Professional Requirements

- Have a working knowledge of teachers' professional duties as specified in the school's handbook.
- Operate at all times within the stated policies and practices of the school and Nord Anglia Education.
- Maintain an up to date knowledge of good practice in teaching techniques and seek to engage in professional conversation within the school and the company through Nord Anglia University.
- Take account of wider curriculum developments and requirements within the relevant IB programme via the On-Line Curriculum centre of the IB.
- Undertake professional development to enhance teaching and pupils' learning, and apply outcomes and identify impact; share outcomes with colleagues.
- Inspire trust and confidence in pupils and colleagues.
- Model and implement the ICS Code of Conduct in a consistent, firm and non-confrontational manner and contribute to the development and / or implementation of school policies, and whole school annual objectives.
- Promote the wider aspirations and values of the school to parents and students both current and prospective.
- Contribute to the professional development of others, giving support and willingly sharing ideas and materials.
- Participate in and fully engage with the school's performance management and appraisal process.
- Be punctual in meeting all deadlines.

OTHER

- To engage and commit to professional learning and personal development as part of the company's investment in staff as the key resource in the organisation.
- Meet statutory responsibilities and company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.
- To promote and adhere to the Company Vision and Values:
    - **Opportunity** – For us, opportunities need to be meaningful, about achieving potential and making progress.
    - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
    - **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
    - **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- Any other appropriate duties as allocated by the Principal

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ QTS/PGCE, or equivalent teaching qualification	Essential
▪ Experience of A Level, AP, IB MYP or IB DP, at least 2 years' experience	Essential
▪ Bachelor's degree in Humanities related subject	Essential
- Evidence of personal commitment to continuing professional development	Essential
Experience / Knowledge	
▪ Knowledge and experience of working with IB curricula	Desirable
▪ Experience of working in an international setting	Desirable
▪ Demonstrable passion and detailed knowledge of subject areas	Essential
▪ The ability to adapt personal teaching style to suit a student body coming from different educational systems and cultures	Essential
▪ Ability to set clear and appropriate targets, feedback to students and make use of assessment information to promote each student´s attainment and progress, and to plan future lessons.	Essential
▪ A willingness to undergo training in an area of the school's co-curricular programme and gain knowledge, experience and qualifications.	Desirable
▪ Contribution to the teaching of Theory of Knowledge course	Desirable
▪ Experience in full time teaching 11-16 year olds in schools	Essential
▪ Experience in full time teaching 17-18 year olds in schools	Desirable
Skills	
▪ The ability to communicate effectively (written and verbal) to a variety of audiences.	Essential
▪ A demonstrable ability to successfully create, motivate and inspire students.	Essential
Personal Attributes	
▪ Internationally minded with a demonstrable passion for and deep understanding of the ICS mission and the identity of the school, including the ability to clearly and positively communicate the ethos and ideals of the school in theory and practice.	Essential
▪ Passionate about teaching and learning	Essential
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Desirable
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic with a "can-do" attitude	Essential
▪ Ability to work independently, under own initiative and as part of team	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Spain