



THE BRITISH
INTERNATIONAL SCHOOL
BUDAPEST

A NORD ANGLIA EDUCATION SCHOOL

JOB DESCRIPTION AND PERSON SPECIFICATION

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| JOB FAMILY | The British International School Budapest, Secondary School. |
| JOB TITLE | Teacher of Languages (Secondary). |
| JOB PURPOSE | To teach German and another language across the Secondary School, and possibly the Primary School. To be a Form Tutor, responsible for the daily wellbeing of a form and teach the Guidance curriculum. |
| REPORTING TO | Director of World Languages. |
| KEY RELATIONSHIPS | Language teachers, Form Tutors. |
| PACKAGE | Competitive remuneration and benefits based on experience. |
| SAFER PRACTICES | The British International School Budapest is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children. |
| START DATE | Contract start: 3 rd January 2022 |

General Responsibilities

- Actively promote the mission and vision of the school and of Nord Anglia Education.
- Be a loyal and supportive member of the school community.
- Contribute to the administration and development of curriculum and learning within the World Languages Department.

Core Requirements of the Post

The Teacher of Languages will aspire to the highest standards of professionalism and will, in particular:

- Generate excitement and passion for language learning in students and the wider school community;
- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students to strive for the highest achievement;
- Use technology in the classroom to enhance learning;
- Be relentless in the quest for excellence, using achievement and progress data and lesson observations to seek out and promote excellent teaching;
- Support continuity across all phases and contribute to the development of curriculum, pedagogy and teaching across the school;
- Continually strive to develop the quality of students' learning across the curriculum, particularly in relation to language development;
- Contribute to school improvement planning and the development of the curriculum;
- Develop and deploy curriculum, schemes and resources efficiently and effectively;
- Promote the school mission and values and those of the NAE family of schools.

Mission - *Promoting the school mission by:*

- Aspiring to excellence through demonstrating the very highest levels of pedagogical practice.
- Promoting positive relationships through acting as a model of integrity and respect for the diverse community of students and teachers.
- Acting ambitiously through setting high standards and expectations for achievement and conduct within science teaching and learning.
- Demonstrating and cultivating a responsibility to secure the best possible learning experiences for our students.

Student Learning - *Ensure a consistent, engaging and motivating learning experience through:*

- Inspiring students to be passionate, curious, exited learners.
- Setting consistently high standards;
- Develop effective approaches to learning in students;
- Monitoring, evaluating and developing teaching;
- Planning effective teaching programmes which provide exemplary learning opportunities;
- Identifying and supporting individual learning needs;
- Maintaining high levels of behaviour that encourage learning;
- Effectively using homework and co-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using technology to enhance and transform personalised learning opportunities;
- Make effective use of a range of assessment to plan challenging learning opportunities for all students;
- Collect and use data to enhance teaching and learning;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to students, parents, form tutors and the Director of World Languages;

- Creating and promoting enrichment opportunities within languages, including within the Co-Curricular Activities programme.

Student Support - *Ensure all students achieve through:*

- Establishing a purposeful and safe learning environment for all students;
- Promoting the progress and well-being of all students;
- Taking on the role of Form Tutor, when required;
- Contributing to the preparation of action plans and other support mechanisms;
- Alerting appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicating effectively with parents, liaising with other staff;
- Applying the school's restorative approaches in student behaviour management.

Co-Curricular Learning

- Support the life of the school beyond the classroom;
- Lead or support at least one co-curricular activity each term;
- Participate in residential weeks and other trips.

Communication and community engagement - *Ensure an engaged and informed community through:*

- Ensuring reporting is accurate, informative and written to a high standard.
- Ensuring communication with parents face-to-face, including at parent evenings, or through written media is productive, timely and professional.

Child Protection - *Ensure Safeguarding of all students by:*

- Passing all Child Protection issues onto a Designated Senior Leader for Child Protection.
- Ensuring that department members regard safeguarding as their responsibility at all times.

Professional Development

Continual development through the identification and implementation of your own Professional Review and Development needs to include:

- Continually striving to improve performance;
- Setting and working towards targets linked to the department development plan, Secondary School development plan and school strategic plan.

Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school and NAE;
- Maintain an up-to-date knowledge of excellent pedagogy and curriculum;
- Be proactive in professional development to enhance students' learning;
- Meet responsibilities with regard to safeguarding, health and safety, equal opportunities and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by the Principal.

Promote and adhere to the Nord Anglia Education 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.

All staff are required to manage effective personal development as part of NAE's commitment to invest in staff as the key resource.

Each individual must ensure that they meet their statutory responsibilities and adhere to NAE and school policies, including with regard to Health and Safety, Safeguarding and Equal Opportunities.

Any other appropriate duties as allocated by the Chief Executive Officer.

| PERSON SPECIFICATION | |
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| Qualifications/Training | |
| Qualified to bachelor degree level or above. | Essential |
| Qualified Teacher Status or equivalent. | Essential |
| EAL qualification. | Desirable |
| European nationality (for visa purposes). | Desirable |
| Experience | |
| Proven track record with at least two years' teaching experience. | Essential |
| Experience of being part of a highly successful department and school. | Desirable |
| Experience of project leadership. | Desirable |
| Demonstrable evidence of innovating and adapting curriculum to engage children and enable them to perform highly. | Essential |
| Experience of teaching to IB Diploma Programme level or equivalent. | Desirable |
| Experience of the English National Curriculum and (I)GCSE. | Desirable |
| Working in partnership with parents. | Essential |
| Experience of teaching children for whom English is not their first language. | Desirable |
| Skills | |
| Excellent oral and written communication in English. | Essential |
| Ability to engage children and enable them to perform highly. | Essential |
| Strong organisational skills and use of technology. | Essential |
| Personal Attributes | |
| Passionate about education and young people. | Essential |
| Infectious enthusiasm for language learning. | Essential |
| Evidence of commitment to continuous professional development. | Essential |
| Culturally agile and adaptable. | Desirable |
| An understanding of the complex environment of an international community. | Desirable |