



## San Silvestre School

### Job description - Secondary English Teacher

#### Post title:

- Part-time English teacher
- Temporary contract, until December 2020

**Responsible to:** Head of English

**Line Manager:** Head of English

**Internal Relationships:** Head of Secondary, Form Teachers

#### General responsibilities

1. Plan, prepare and teach
2. Setting and marking work, including examinations
3. Manage pupil behaviour and maintain a safe learning environment
4. Demonstrate good subject and curriculum knowledge
5. Set high expectations to inspire, motivate and challenge pupils
6. Collaborate with members of the department to prepare and develop schemes of work, sharing best practice
7. Adapt teaching accordingly, knowing how and when to differentiate to help each pupil reach their potential
8. To promote and safeguard the welfare of pupils in line with the school's child protection and health and safety policies
9. Assess, record and report on the development, progress and attainment of pupil
10. Attend department and whole school meetings online

#### Technology

- Maintain an understanding of technology and its use in teaching and learning.
- Be a proficient user of Google Suite.
- Use the School supplied technology resources primarily for teaching and learning purposes.

#### Specific responsibilities

- Teach English Literature and Language to KS3 (Grade 6, FI and FII)
- Create and deliver online lessons, working with online platforms available (eg. Google classroom, Peardeck, Nearpod and others)
- Attend department and whole school meetings online

#### Formal Qualifications

- A relevant degree at a good level (essential), such as a BA in Linguistics and Literature.
- Recognised teaching qualification, such as PGCE, *Licenciatura* in Education or equivalent (essential)
- Masters or postgraduate qualification in a related subject (desirable)

### **Competencies required**

Excellent subject knowledge

Up to date knowledge of educational developments and issues.

Ability to understand and willingness to be committed to the philosophy and ethos of the School.

Ability to effectively manage one's own time.

Capacity to work unsupervised and use initiative.

Effective interpersonal and communication skills.

Dedicated to improving the lives of young people through education

The ability to motivate and inspire young people through teaching

Excellent classroom management skills

Creative approach to teaching and learning, adapting to the needs of the pupil

### **Personal Qualities**

Effective interpersonal and communication skills.

A team player

### **Desirable Experience**

Ability to speak fluent English (native speaker preferred) and Spanish.

Teaching experience at IGCSE and IB.

### **Other relevant experience**

Experience of working with EAL pupils (English as an Additional Language).

### **Other Relevant Information**

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position.

*San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees.*

*All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment.*

*Three professional references will be sought, at least ONE of which must be from your present employer.*

**Please send your CV to [applications@sansilvestre.edu.pe](mailto:applications@sansilvestre.edu.pe)**