



San Silvestre School

Post description - Secondary English Teacher

Post title: Full-time English teacher

Contractual conditions: 1 year, beginning March 1st 2021, with possibility of renewal.

Responsible to: Head of English

Line Manager: Head of English

Internal Relationships: Head of Secondary, Assistant Head - Academic, IB Coordinator, 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, iGCSE and IB SL and/or HL
- Create and deliver online lessons, working with online platforms available (eg. Zoom, 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

Preferred Experience

Teaching experience at IGCSE essential.

Teaching experience at IB desirable.

Experience in teaching Theory Of Knowledge.

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

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 and letter of application to applications@sansilvestre.edu.pe indicating **Secondary English Teacher** in the subject line.

The deadline for application is 30th November 2020.

*****Please note - previous applicants need not apply*****

Dated: 17.11. 2020