



San Silvestre School

Primary Art Teacher (possibility of a limited Secondary load) - Maternity Cover Position Description

Full time (maternity cover): February 2022 - May 2022

- **Accountable to:** Senior Leadership Team
- **Line Manager:** Head of Art

We are looking to recruit an art teacher to join a supportive team of subject specialists. The candidate must be prepared to:

- work with students of a wide range of ages and abilities
- follow and/or adapt existing project/unit plans
- plan and deliver engaging art lessons that enable students to acquire a range of skills and specialist knowledge, **including working in a hybrid onsite/offsite model as required.**
- use formative assessment strategies to monitor learning and adapt teaching methods
- undertake collaborative assessment and moderation processes with colleagues
- manage the tools and materials of an art studio

Roles and Responsibilities

Relationships

- Work as an integral, collaborative and proactive member of a teaching team – planning and sharing, honestly and respectfully with all members of the team
- Develop positive and appropriate relationships with the students.
- Establish and maintain high standards of classroom management required to achieve effective participation and learning.
- Inform the Year Level Coordinator / Senior Leadership Team about your work, progress, issues within the class; parent communication, concerns regarding children's development.
- Provide school reports in accordance with the school calendar.
- Prepare for and conduct formal parent – teacher conferences in accordance with the school calendar.
- Prepare for and attend meetings requested by parents.

Curriculum (including Teaching and Learning)

- Maintain a thorough understanding of the curriculum, policies and procedures of the section and the School.
- Meet regularly with the appropriate Head of Department/Curriculum Coordinator, and other grade level subject teachers to plan and review the curriculum.
- Plan, document and facilitate the learning of all students; implementing differentiation where necessary.
- Plan and document the workload of the Teaching Assistant / Learning Support to ensure maximum impact on student learning (where appropriate).
- Provide appropriate and varied whole class, group and individual instruction which will engage, motivate and scaffold learning.
- Work with colleagues to develop and periodically review overviews of learning, scope and sequence documents in line with the school's standards and benchmarks.
- Contribute to the creation, modification and organisation of learning materials.
- Create an effective, organised and stimulating environment which is conducive to and celebrates learning.
- Plan relevant excursions and incursions to enhance and extend learning.
- Mark / assess/ evaluate / respond to students' work extensively and formatively, following the school's marking policy to facilitate positive development.
- Regularly discuss students with specific needs with the Psychologist, Learning Support Team and a member of SLT where appropriate.

Student Care

- Monitor students' social and emotional wellbeing in the classroom and report any concerns to the Form teacher in a timely manner.
- Ensure that the School's health and safety, earthquake evacuation and all other policies pertaining to the students' welfare are followed.
- Ensure that the School's Child Protection policies are followed and established procedures used in a timely and confidential manner.

Administration

- Attend staff meetings, training and development sessions as directed by the Coordinators or a member of the SLT.
- Ensure that all administrative tasks are completed in a timely, effective and efficient manner.

Technology

- Maintain a strong understanding of educational technology; use it to enhance teaching and learning.
- Facilitate online learning/hybrid learning where necessary, making full use of the school's technology to ensure an equitable experience for all students.

Other Responsibilities

- Supervise students before school, at break times or after school - following the duty roster.
- Understand, embody and be committed to the philosophy and ethos of The School.
- Represent the school positively in the School and wider community.
- Be willing to provide additional time outside of the standard working day for preparation, assessment and attending school events.
- Ensure consistent attendance and punctuality.

Knowledge and Competencies Required

Essential

- Experience teaching Primary Art
- Strong information technology skills, including familiarity with Google Workspace for Education; specifically Google Classroom.
- Ability to effectively manage one's own time, working unsupervised and using initiative.
- Ability to communicate effectively and professionally in written and spoken English

Desirable

- A recognised teaching and/or Art qualification.
- Spanish language skills.
- Experience with the English National Curriculum

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the headmistress in the light of those changing requirements and in consultation with the post holder.

In any event the Headmistress/Head of Section reserves the right to review and amend the job description.

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 IN ENGLISH to applications@sansilvestre.edu.pe indicating *Primary Art Teacher* in the subject line.

*The deadline for application is Friday, 4th December
We reserve the right to appoint before the deadline.*

Dated: Monday, 22nd November