



Primary Teacher (English/Social Studies/Mathematics and Science) Position Description

This is a full-time teaching post beginning February 2022

Accountable to: Senior Leadership Team

Line Manager: Curriculum Coordinator(s)

Direct Reports: Teaching Assistants

VISION

To empower girls, through the provision of a holistic education, to become compassionate proactive citizens of an ever-changing world.

MISSION

To promote learning as a lifelong process, enabling the students to be contented, confident, knowledgeable, successful, active and committed members of a global society.

To educate girls to take responsibility to meet the challenges of life and reach their potential in a nurturing environment.

To provide an inquiry-based, multilingual curriculum.

Roles and Responsibilities

Relationships

- Work constantly 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.
- Read and contribute to the Daily Bulletin (daily) and Digital Bulletin (weekly).
- Communicate with parents in accordance with the school's policy and ethos.

- 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 and set a variety of homework that supports, extends, reinforces and excites learning following the school's policy and the homework schedule.
- Plan relevant excursions 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.
- Provide frequent self-assessment and peer assessment opportunities.
- 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.
- Refer any serious concerns / complaints to the Year Level Coordinator and or the appropriate member of the SLT.

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.
- Provide one appropriate and engaging after school activity each week.
- 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.
- Carry out any other duties that may reasonably be required by the SLT.

Knowledge and Competencies Required

Essential

- A recognised teaching qualification.
- Experience teaching across the range of core Primary subjects.
- Strong information technology skills, including familiarity with Google Workspace for Education; specifically Google Classroom.
- Fluent written and spoken English.

Desirable

- Knowledge of the English National Curriculum
- Spanish language skills.

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 *Primary Teacher* in the subject line.

*The deadline for application is Sunday 24th October.
We reserve the right to appoint before the deadline.*

Dated: 27.09.21