

<b>LOCATION</b>	INTERNATIONAL COLLEGE SPAIN, MADRID
<b>JOB TITLE</b>	<b>IB Primary Years Programme (PYP) Primary Classroom Teacher</b>
<b>JOB PURPOSE</b>	The PYP classroom teacher will provide effective and proactive PYP teaching and learning through inquiry based lessons that incorporate clear learning objectives through differentiated instruction to students of mixed abilities.
<b>REPORTING TO</b>	Head of Primary School
<b>DIRECT REPORTS</b>	Principal
<b>OTHER KEY RELATIONSHIPS</b>	PYP Coordinator Director of Learning
<b>PACKAGE</b>	Competitive remuneration and benefits based on experience and qualifications

### **Core requirements of the post**

In fulfilling the requirements of the post, the PYP teacher will demonstrate essential professional characteristics, and in particular will ;

- Plan collaboratively with a range of colleagues, for student learning
- Plan engaging units of enquiry, to be explored in depth
- Use assessment to drive the planning process
- Use a range and balance of teaching strategies
- Use a variety of resources to activate multiple perspectives
- Involve students in their own learning
- Deliver the curriculum relevant to the age and subject
- Be able to provide demonstrable evidence of the positive impact of teaching upon learning
- Use technology to enhance learning
- Deliver the school's agreed syllabus and schemes of work
- Establish a safe, purposeful and stimulating environment for students and establish a framework for discipline with a range of strategies, following the school's behaviour guidelines.

### **Planning teaching and Class Management**

Carry out teaching duties in accordance with the school's schemes of work and the defined IB curriculum.

Facilitate the learning of assigned students by planning teaching schemes and lessons which achieve progression of learning through:

- understanding and applying a range of teaching strategies;
- positively targeting and supporting individual learning needs – is aware of and makes provision for students who have particular needs e.g. SEN, the very able etc.;
- effectively mark and return (home)work in line with the school's assessment policy, including feedback for improvement and progress for each student ;
- maintain rigorous and accurate records, including students' attainment, attendance and homework set;
- set targets for student attainment levels using prior achievement data;
- preparing and keeping up to date "substitute" material in case of absence or illness;
- using a variety of display techniques to showcase student learning both in and outside of the classroom and ensure displays are regularly updated and remain current;

- understanding and applying effective classroom management including maintaining high levels of behaviour and discipline;
- contributing to and engaging students in activities and learning events within NAE's Global Classroom;
- planning field trips where appropriate that meet learning objectives as well as broaden students' experience.
- Play a full part in the on-going development of the school through participation in, curriculum development, programme planning, faculty committees, evaluation/accreditation processes and staff meetings.
- Provide the students a differentiated programme of instruction that incorporates appropriate challenges and high expectations of learners.
- Deliver the curriculum within the agreed framework and philosophy of the school.
- Share in the overall responsibility for the academic progress and personal development, health and safety, discipline and well-being of all students.
- Participate in meetings within the agreed time allowance at a level commensurate with the post.
- Any other appropriate duties as allocated by members of the school leadership team.

#### **Monitoring, Assessment, Recording, Reporting**

- Assess and report upon student progress according to the School Assessment Policy.
- Use performance data to evaluate students' progress, engage students in their own learning through meaningful feedback and set appropriate targets for personal and student improvement;
- Use assessment data to inform planning and teaching;
- Report individual student's progress to parents and school personnel through written reports and formal and informal conferences;
- Be punctual in meeting all deadlines;
- Contribute to curriculum reviews and improvement planning which supports school development and enhances student learning.

#### **Pastoral Duties**

- Develop a rapport with students in a professional manner, showing concern for individual student's social and emotional needs and provide effective and proactive pastoral care for students in order to promote the general progress and well-being of individual students;
- Work with the relevant coordinator to support student welfare within the school's systems and procedures;
- Record and report student attendance, encourage their attendance at all lessons and their participation in other aspects of school life;
- Alert appropriate staff to problems experienced by students and suggest recommendations as to how these may be resolved;
- Communicate, as appropriate, with parents of students after consultation with appropriate staff;
- Contribute to the Tutorial, Careers, Community and Service or Creativity Action and Service programmes where appropriate;
- Cover classes for another teacher as required and within policy defined limits;
- Carry out supervision duties on a rota basis

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties as specified in the school's handbook;
- Operate at all times within the stated policies and practices of the school and company;
- Take account of wider curriculum developments and requirements within the relevant IB programme;
- Maintain an up to date knowledge of good practice in teaching techniques and seek to engage in professional conversation within the school and the company through Nord Anglia University;
- Undertake professional development to enhance teaching and pupils' learning, identify impact, apply and share outcomes with colleagues;
- Contribute to the professional development of others, giving support and willingly sharing ideas and materials;
- Inspire trust and confidence in pupils and colleagues;
- Model and implement the ICS Code of Conduct in a consistent, firm and non-confrontational manner and contribute to the development and / or implementation of school policies, and whole school annual objectives;
- Promote the wider aspirations and values of the school to parents and students both current and prospective;
- Participate in and fully engage with the school's performance management and appraisal process.

## **Commitment to Personal and Professional Development**

- Participate in and fully engage with the school's performance management and appraisal process. Demonstrating continuous professional and personal development through the identification and implementation of your own individual development plan arising from company and school performance management and appraisal processes
- Undertake professional development to enhance teaching and pupils' learning, identify impact, apply and share outcomes with colleagues;
- Improved performance
- Contribute to the professional development of others, giving support and willingly sharing ideas and materials;
- Performance appraisal
- Personal Development Plan

## **Commitment and engagement to the following Company and Professional Values and Dispositions:**

- **Seeking and maximising opportunity within the organisation** - For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Recognising and pursuing impact within your role**- For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Encouraging and accepting leadership** within the organisation- 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.
- **Nurturing and modelling respect in all professional and personal interactions** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- **Complying with legal, contractual and company requirements** – including statutory responsibilities, Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.
- **Any other appropriate duties** - as assigned by the Principal of the School or as directed by the Chief Executive Officer or his Regional Representative

## PERSON SPECIFICATIONS

<b>Qualifications/Training</b>	
▪ Bachelor's degree in a related subject	Essential
▪ QTS/PGCE, or equivalent teaching qualification	Essential
▪ Evidence of personal commitment to continuing professional development	Desirable
<b>Experience / Knowledge</b>	
▪ Experience of IB PYP, at least 2 years' experience	Desirable
▪ Experience in full time teaching 7-11 year olds in schools	Desirable
▪	Essential
▪	Essential
▪	Essential
<b>Skills</b>	
▪ The ability to communicate effectively (written and verbal) to a variety of audiences	Essential
▪ A demonstrable ability to successfully create, motivate and inspire students	Essential
• The flexibility and ability to adapt personal teaching style to suit a student body coming from different educational systems and cultures	Essential
▪	Essential
▪	Essential
<b>Personal Attributes</b>	
▪ Internationally minded with a demonstrable passion for and deep understanding of the ICS mission and the identity of the school, including the ability to clearly and positively communicate the ethos and ideals of the school in theory and practice.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

### OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Europe