



British School of Tirana - Job Description

Post: Reports to:	Secondary Teacher Head of Secondary
Main Purpose:	
	<p>Secondary school teachers are supervised by the Head of Secondary School. As well as the requirements outlined in his/her individual appointment terms and conditions of service, each secondary school teacher has the following specific responsibilities. In addition, he/she is expected to undertake any other reasonable task assigned by their respective line managers.</p> <p>An inspiring professional demonstrating thorough curriculum knowledge. An effective classroom practitioner utilising a range of differentiation and target setting techniques. To teach and tutor students, achieving high standards of attainment and self-discipline on the part of those students.</p>
Core Requirements:	
	<p>In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> • Maintain high standards of professional behaviour towards colleagues, pupils and parents. • Become a role model for pupils • Develop a relationship with pupils that is professional, firm, caring and friendly. • Build team commitment with colleagues and in the classroom. • Engage and motivate pupils. • Demonstrate analytical thinking to improve the quality of pupils' learning. • Contribute to the development and / or implementation of school policies. • Promote the wider aspirations and values of the school including promotion of British Fundamental Values
Main Activities:	<i>Planning, Teaching and Class Management</i>
	<ul style="list-style-type: none"> • To manage behaviour in accordance with the School's Behaviour Policy, ensuring that rewards and consequences are used consistently as described within the policy.

	<ul style="list-style-type: none"> ● Annual, termly, weekly and daily planning collaboratively and using the agreed schemes of work for student learning and achievement. ● Planning, which is based on agreed student learning outcomes, in the context of the school-wide programme. ● Understanding and applying effective classroom management strategies. ● Maintaining high levels of behaviour and discipline. ● For each course taught, to write and/or to work with others to write schemes of work which address the requirements of the syllabus or scheme of work being followed in an organised manner, making provision for variety in learning styles and assessment activities. ● Effectively using homework and other extra curricular learning opportunities. ● To take responsibility for behaviour in the area outside the classroom. ● To ensure that pupils enter the classroom in an orderly, respectful and appropriate manner and that the tone is set for a purposeful lesson. ● To communicate learning objectives clearly to pupils in a manner likely to put them in control of their learning. ● To provide a variety of learning activities which maintain interest and meet the needs of individual students. ● To ensure that pupils are fully engaged in their learning for the entire lesson and have the opportunity to learn independently. ● To use assessment activities which test the learning of pupils and feed back to them in a way to strengthen their understanding and make them confident in their learning ● To have full regard to the structures and techniques laid out in key school policies such as the Teaching and Learning Policy, and the Assessment Policy. ● To ensure that pupils leave the classroom in an orderly manner ● To take responsibility for behaviour outside the classroom at the end of lessons. ● Develop, plan, design and implement a variety of resources and learning environment (labs, reading corners, displays, etc) to support learning and knowledge acquisition to achieve expected targets. ● Develop and advise students towards their carrier choices for further studies
	<p><i>Monitoring, Assessment, Recording, Reporting</i></p>
	<ul style="list-style-type: none"> ● Use performance data to evaluate pupils' progress and set appropriate targets for improvement. ● Use assessment (unit, termly, annual, external examination) to inform planning and teaching; report on progress to all stakeholders. ● To monitor pupils' work regularly and to mark in accordance with the School's marking policy keeping records of students work in an organized and consistent way. ● To use assessment in lessons in line with the School's Assessment Policy and schemes of works agreed by the school. ● To develop assessments and/or to work with others to develop assessments so pupils' progress can be monitored in accordance with the School's Assessment Calendar and in accordance with its' Assessment Policy. ● To monitor pupil progress against targets and to ensure that progress is at least good. ● To plan assessment and students progress towards successful achievement in internationally recognized assessment and testing at the end of KS4 and KS5 ● Feedback regularly (as per calendar and format agreed) to parents on students achievement academically, on their behavior and skills development towards future carrier choices
	<p><i>Pastoral Duties</i></p>

	<ul style="list-style-type: none"> • To care for pupils in the tutor group, to know them individually and to aim to develop in them high standards of self-discipline. • To be a point of contact with parents and to respond promptly to enquiries from parents. • Ensure the well-being of individual students and of the form tutor group as a whole. • Liaise with the Key Stage Coordinator / line manager to ensure the implementation of the school's behaviour management system. • Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
	<i>Other Professional Requirements</i>
	<ul style="list-style-type: none"> • Strong subject knowledge and strategies to motivate learning and in depth knowledge acquisition • Have a working knowledge of teachers' professional duties and legal liabilities. • Operate at all times within the stated policies and practices of the school. • Maintain an up to date knowledge of good practice in teaching techniques. • Know subject(s) or specialism(s) to enable effective teaching; take account of wider curriculum developments. • Undertake professional development to enhance teaching and pupils learning, and share outcomes with colleagues. • Take responsibility for professional learning. • To support the School's aims and to carry out its policies. • To carry out duties in accordance with published schedules, or in response to reasonable requests within the scope of directed time. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.</p>

British School of Tirana **Person Specification**

Position: Secondary Teacher

Salary: To be agreed at date of appointment

	Essential	Desirable	Evidenced in
Education and Professional Qualifications			
Degree and Qualified Teacher Status.	✓		Application Interview
Evidence of continuous professional development.	✓		Application
Experience			
Proven ability as an excellent Classroom Teacher.	✓		Application Interview References

Proven record of effective subject leadership.		✓	Application Interview
Knowledge and Skills			
Professional knowledge of what constitutes high quality and standards in teaching and learning.	✓		Application Interview References
Professional understanding of inclusion and strategies for engaging all learners.	✓		Application Interview
Professional understanding of safeguarding within a school setting.	✓		Application Interview
Ability to write reports, keep accurate records and communicate effectively.	✓		Application Interview References
Effective organisational skills.	✓		Application Interview References
Ability to work well with a range of audiences, including parents/carers and other professionals.	✓		Application Interview References
Ability to use a positive approach to promote learning and excellent behaviour.	✓		Application Interview References
Confident and competent in the use of ICT.	✓		Application Interview
Ability to lead and manage a team.	✓		Application Interview
Understanding of curriculum and assessment of pupil progress.	✓		Application Interview References
Understanding of cross-curricular teaching.	✓		Application Interview
Personal Attributes			
Resilience, the ability to work under pressure and be able to meet deadlines.	✓		Application Interview
Proven ability to prioritise workloads.	✓		Application Interview
Ability to work effectively and supportively within the primary team.	✓		Application Interview References
Excellent communication and organisational skills (including written, and oral skills).	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people.	✓		Application Interview
Ability to work creatively and collaboratively.	✓		Application Interview

			Reference
Demonstrably professional, honest and loyal.	✓		Application Interview
Ability to make and justify difficult decisions.	✓		Application Interview
Commitment to our pupils and their learning, wellbeing and safety.	✓		Application Interview
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults.	✓		Application Interview References
Able to build and maintain successful and purposeful relationships.	✓		Application Interview
Passionate about teaching and learning.	✓		Application Interview References
Open -minded, self-evaluative and adaptable to changing circumstances and new ideas.	✓		Application Interview References
Willingness to be involved in the wider life of the school.		✓	Application Interview References
Bring personal interests and enthusiasms to the school community.		✓	Application Interview
Special Requirements			
Up to date training on Safeguarding children	✓		
Be willing to undergo an Enhanced Disclosure and Barring Service (DBS) check.	✓		