



The British School of Costa Rica



Job Description & Person Specification

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| Post Title: | Teacher of English |
| Section: | 11 to 16 year olds |
| Accountable to: | Head of English / Head of Secondary |

Main Responsibilities

- Plan and deliver lessons that are pedagogically sound and are aligned with School and curriculum requirements
- Contribute to the ongoing development of the English curriculum
- Continually assess student's progress by utilizing both formative and summative assessments
- Reflect on student performance for future planning and delivery
- Actively participate in the performance management programme
- Prepare and maintain accurate records and quarterly reports in accordance with School policy
- Contribute to the ongoing operations and development of the English Department
- Contribute to whole-School and extra-curricular activities
- Comply with all of the School's policies and regulations – specifically those relating to discipline, academic honesty, inclusion, assessment and health and safety
- Maintain positive and supportive relationships with students, staff and parents
- Fulfill operational responsibilities which include: break duties; exam invigilation; parent-teacher meetings, attendance at department and staff meetings and after-school events
- Cover classes as reasonably requested by the Head of Secondary
- Supervise extended essays when appropriate
- Participate in cross-curricular collaboration activities
- Support the School's House system
- Support Student Council initiatives
- Contribute to the creation of the department budget
- Ensure that subject specific books and other relevant resources are in a good condition and available
- Check SDS records on a regular basis to ensure that the learning needs of all students are being met
- Liaise with the SDS department regarding students who present social/emotional concerns
- Liaise with the Department Head, Deputy Head and Head of Secondary regarding students who present disciplinary or academic concerns

Person Specification

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| A Bachelor's degree in English/closely related discipline or a Bachelor's degree in education | ✓ | |
| A recognized formal teaching qualification | ✓ | |
| A relevant Master's degree | | ✓ |
| Experience | | |
| At least 2 years teaching experience, preferably in international schools | | ✓ |
| Recent experience of teaching the I.G.C.S.E. programme | | ✓ |
| Professional Skills, Knowledge and Understanding | | |
| Fluency or near-fluency in English | ✓ | |
| An effective classroom practitioner with a developed knowledge and understanding of current pedagogy | ✓ | |
| Able to engage with students and to engender enthusiasm for learning | ✓ | |
| Comfortable using a range of I.C.T. including the Google platform | ✓ | |
| Attributes | | |
| Have effective communication, organization and time management skills | ✓ | |
| Be able to manage own workload effectively and respond swiftly to tight deadlines | ✓ | |

“Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection” (International Task Force on Child Protection, June 2016 Report: Outcomes and Recommendations). As such, this appointment is subject to the provision of an appropriate criminal record check and the satisfactory return of professional referees.