



The British School of Costa Rica



Job Description

Post Title:	Form Teacher
Section:	EY & Primary
Accountable to:	Head of Primary

Main Responsibilities

- Comply with all of the school's policies and regulations, specifically those relating to Behaviour for Learning, academic honesty, inclusion, assessment and health and safety.
- Creating a positive and safe learning environment, managing student behaviour, and fostering a sense of community.
- Delivering engaging lessons (English, Maths, IEYC/IPC, Art, STEAM and PSHE (Y1-3)) using a variety of methods, in alignment with curriculum requirements and school policy.
- Ensure our Shared Understanding of High Quality Learning (SUHQL) guides the teaching and learning that takes place on a daily basis.
- Build meaningful personalised learning experiences for the students utilising a range of strategies.
- Ensure the needs of all students are catered for by using a variety of strategies in class and seeking support, where necessary, from Student Development Services (SDS).
- Utilising the IEYC / IPC framework, integrating intercultural awareness, and promoting the personal goals.
- Encouraging students to explore topics through investigation and critical thinking.
- Monitoring student progress, by incorporating both formative and standardized summative assessment strategies providing feedback, and completing necessary documentation in accordance with school policy. For EYS teachers this would take the form of providing weekly observations on Tapestry.
- Be the first point of contact for parents, meeting with them during planned Parent-Teacher Conferences, as well as during the year as necessary, formally recording and signing meeting minutes where members of SDS, PLT or outside specialists are present, storing these in the appropriate SDS drive folder.
- Contribute to whole-School activities, attending some outside of hours events where required (e.g Back to School Night, International Fair)
- Participating in professional development sessions, staying updated on best practices, and contributing to the school's continuous improvement.
- Undertake weekly duties (exact amount to be defined by PLT) that align with the effective management of student well-being whilst respecting individual workloads.
- Be responsible for taking and tracking student attendance on a daily basis report concerns to the Deputy Head of Primary, where appropriate,

Person Specification

	Essential	Desirable
Qualifications		
A recognised teaching qualification	✓	
Experience		
At least 5 years teaching experience, preferably in international schools		✓
A proven track record of performance in an educational leadership position	✓	
Recent experience of working with the IEYC programme		✓
Recent experience of working with the Costa Rican MEP programmes		✓
Experience working with students who have English as a second language		✓
Professional Skills, Knowledge and Understanding		
Fluency in English	✓	
Working knowledge of Spanish	✓	
A developed knowledge and understanding of current pedagogy	✓	
Attributes		
Have a flexible approach to working and enjoy being a positive team member	✓	
Have effective communication, organization and time management skills	✓	
Be able to manage own workload effectively and respond swiftly to tight deadlines	✓	
Good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships	✓	

Willingness to share expertise, skills and knowledge and ability to encourage others	✓	
Maintain a personal commitment to Professional Development linked to the competencies necessary to deliver the requirements of the post, including being reflective on their own practice and the practice of others	✓	

“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.