



American
School of
Bilbao

POSITION TITLE: Social Studies Teacher (Middle School).

ACCOUNTABLE TO: Upper School Principal/ Director

The school is looking for candidates who fulfill the following:

- Qualified to teach Social Studies to Middle School.
- Able to legally work in Spain.
- A working knowledge of Spanish is an advantage.

In keeping with the ASB Mission and the curricular objectives of the International Baccalaureate the candidate will be able to fulfill the following:

General Responsibilities

1. Curriculum planning
2. Working with students
3. Assessment
4. Professional development
5. Communication
6. Working with the Administration

Specific Responsibilities

Curriculum planning

1. Work within the approved IB Diploma Programme curriculum, emphasizing the principles of the program and with a focus on the Learner Profile.
2. Ensure that the curriculum is documented and mapped in a standard format, making it accessible to supervisors, colleagues and the wider school community.
3. Be thoroughly prepared for all activities, both within and outside the classroom.
4. Plan collaboratively with other teachers and with the programme coordinator.
5. Provide opportunities for students to be involved in planning their own learning.

Working with students

1. Promote the philosophy that students are responsible for their learning and actions.
2. Differentiate teaching, promote inquiry and seek ways to best suit individual learning styles and needs.
3. Follow assessment guidelines as detailed in the school's language policy.
4. Maintain a purposeful, positive working atmosphere where there are high expectations for achievement.
5. Provide a sensitive but challenging atmosphere in which all students feel valued and safe.
6. Maintain an orderly, tidy teaching environment and establish routines that promote student responsibility for this environment.
7. Present or display students' work in an attractive and engaging manner.



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- Promote international-mindedness, intercultural awareness and respect for cultural diversity.
- Bring to the notice of the appropriate staff any student who may be having difficulties so that the staff may assist with any plan to help the student.
- Develop positive relationships with all students, based on mutual respect.
- Provide clear expectations for students in terms of discipline and behavior, keeping within agreed school guidelines.

Assessment

- Assess using criteria and formats agreed upon within the school, in line with the requirements of the IBDP.
- Follow assessment guidelines as detailed in the school's assessment policy.
- Ensure that formative assessment contributes to the learning process and that summative assessment is rigorous and standardized.
- Ensure that assessment data is recorded in the approved common formats.
- Maintain portfolios or files of samples of each student's work and have systems in place for using assessment data to contribute to the learning process.
- Provide up to date written evaluations of students' progress and achievements as part of the school's formal reporting cycle.

Professional development

- Cooperate with colleagues from within the school or the wider educational community to further the school's objectives and develop its programs.
- Give appropriate time to meetings and to enhancing the school's learning community.
- Develop positive relationships with colleagues, based on respect and encouragement.
- Act as a reflective practitioner and a critical friend in the interests of the school and the development of the curriculum.
- Maintain an active commitment to keeping up with developments in the field and engaging in professional learning; participate in any in-service or training opportunities provided by the school.

Communication

- Inform the Principal in writing of any significant educational or social development that relates to a student or class.
- Develop and maintain regular contact with parents/guardians.
- Seek to develop cooperative relationships within the school's wider community.
- Respond promptly to requests for information from a parent relating to their child.
- Be available for occasional parent meetings and conferences, outside of regular school hours.
- Maintain discretion and confidentiality in relation to sensitive parent/student or collegial matters.
- Demonstrate loyalty to the school and its philosophy.

Working with the Administration

- Comply promptly and effectively with any directive received from senior administrative staff.
- Ensure that curriculum documentation, planning and assessment information is provided in a timely manner, and is accessible to the principal, programme coordinator and to colleagues.



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3. Keep the Administration informed of significant events.
4. Support the Administration and offer advice in situations that call for collegial action.
5. Assist the Administration to manage, maintain and improve the school's resources by having responsible attitudes towards budgets, storage, maintenance and internal systems.



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