

POSITION TITLE: English Language and Literature Substitute Teacher

ACCOUNTABLE TO: Programme Coordinator & School Director

The school is looking for candidates who fulfill the following:

- Qualified to teach English Language and Literature in Upper 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

- Work within the approved IB Middle Years and/or Diploma Programme curriculum, emphasizing the principles of the program and with a focus on the Learner Profile.
- Ensure that curriculum delivery is documented and lesson plans are maintained in the school's standard format, making it accessible to supervisors, colleagues and the wider school community.
- Be thoroughly prepared for all activities, both within and outside the classroom.
- Work collaboratively with other teachers and with the programme coordinator.
- Provide opportunities for students to be involved in planning their own learning.

Working with students

- Promote the philosophy that students are responsible for their learning and actions.
- Differentiate teaching, promote inquiry and seek ways to best suit individual learning styles and needs.
- Follow assessment guidelines as detailed in the school's language policy.
- Maintain a purposeful, positive working atmosphere where there are high expectations for achievement.
- Provide a sensitive but challenging atmosphere in which all students feel valued and safe.
- Maintain an orderly, tidy teaching environment and establish routines that promote student responsibility for this environment.
- Present or display students' work in an attractive and engaging manner.
- 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 IB Middle Years and/or Diploma Programme .
- 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 contribute to the school's objectives and support the delivery of 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.
- Willingness to engage with current departmental practices and IB developments during the tenure of the assignment.

Communication

- Inform the Programme Coordinator in writing of any significant educational or social development that relates to a student or class.
- Maintain communication with parents as required by the duration of the tenure.
- 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 maintenance of curriculum documentation, planning and assessment information is provided in a timely manner, and is accessible to the principal, programme coordinator and to colleagues.
- Keep the Administration informed of significant events.
- Support the Administration and offer advice in situations that call for collegial action.
- Ensure the responsible use and maintenance of school resources and departmental equipment.