

**POSITION TITLE:** Lower School Euskera Substitute Teacher

**ACCOUNTABLE TO:** Programme Coordinator & Lower School Principal

**The school is looking for candidates who fulfill the following:**

- Possess the required Basque Government qualifications and language certifications to teach Euskera.
- Qualified to teach Euskera within a primary school setting, preferably within an international or IB (PYP) environment.
- Able to legally work in Spain.
- Full professional proficiency in English.
- A working knowledge of Spanish is an advantage.
- Ability to meet the physical demands of supporting young children, which may include lifting, bending, and assisting with personal care.

*In keeping with the ASB Mission and the curricular objectives of the International Baccalaureate, and local educational regulations, 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**

- Deliver age-appropriate, inquiry-based Euskera language instruction that seamlessly integrates the Basque Government curriculum requirements within the approved IB PYP transdisciplinary framework.
- 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 homeroom teachers, other specialists, and the PYP Programme Coordinator to integrate language lines into the Units of Inquiry.

#### **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, language backgrounds, and needs.
- Develop positive relationships with students based on mutual respect and positive behavior guidance.

- Provide a sensitive, supportive classroom atmosphere in which all students feel valued, safe, and encouraged to practice the host-country language.
- Promote student responsibility, independence, and international-mindedness through authentic exposure to Basque culture and language.

### Assessment

- Make use of a variety of assessment strategies to evaluate student progress in Euskera alignment with both IB PYP principles and official local assessment guidelines.
- Maintain accurate, up-to-date, and legally compliant records of pupil progress and assessment data.
- Provide students, parents, and administration with timely, constructive feedback on language acquisition and development.

### Professional Development

- Act as a reflective practitioner in the interest of the school and the development of the Euskera curriculum framework.
- Maintain an orderly, tidy, and engaging classroom environment conducive to primary language learning.
- Willingness to engage responsibly with current departmental practices and IB developments during the tenure of the assignment.

### Communication

- Inform the Programme Coordinator and Principal in writing of any significant educational, emotional, or social development that relates to a student or class.
- Maintain clear and professional communication with parents as required by the duration of the tenure.
- 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, if required by the tenure.
- Maintain absolute 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 and Programme Coordinator.
- Keep the Administration informed of significant events or departmental milestones.
- Support the Administration and offer advice in situations that call for collegial action.
- Ensure the responsible use and maintenance of school resources, Euskera materials, and classroom equipment.