



## Job Description

Key Stage 2 teacher  
From September 2017

### Principal responsibilities

Under the direction of the Academic Director

- To actively support the core values of Arcadia Academy
- To plan, teach and assess the learning for allocated pupils, in accordance with the Arcadia Academy curriculum, policies and procedures.
- To participate in the development of schemes of work and teaching materials.

### Specific responsibilities

- To teach a range of subjects. The successful applicant must be willing and able to teach across the age and subject range.
- To support the embedding of IT across the curriculum.
- To monitor pupil progress in subjects taught, in line with the school policies.
- To maintain and update pupils' records/portfolios accurately and promptly.
- To contribute to and participate in planned consultation meetings with parents as requested.
- To write pupils' reports for parents.
- To encourage pupils to become independent learners and manage their personal timetables efficiently and successfully.
- To maintain a lively, stimulating learning environment including regularly updated displays of pupils' work.
- To take responsibility for administrative matters.
- To carry out a share of cover duties for absent colleagues.
- To attend and contribute to year group planning meetings and staff meetings.
- To contribute to the programme of extra-curricular activities.
- To assist the Academic Director with the planning of educational visits designed to complement the teaching programme and to accompany the pupils on such trips.
- To contribute to and participate in Open Day events, including Saturdays.
- To assist with Entrance Assessments, as required.

### General duties

- To build and maintain good working relationships with all Arcadia Academy colleagues.
- To work at all times towards the aims and goals of Arcadia Academy and any individual objectives and targets you may have agreed.
- To be pro-active in identifying areas for improvement within Arcadia Academy.
- To act in accordance with Data Protection principles at all times.
- To adhere at all times to Arcadia Academy Operational and Employment policies and procedures.
- To engage in continuing professional development as part of our community of learners.
- To attend and actively contribute to staff training.
- To take responsibility for own health and safety and that of pupils and colleagues.

This job description is not necessarily comprehensive and the post-holder will be expected to undertake any other reasonable tasks associated with this role.



### **Safeguarding and welfare of children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer or the Managing Director.

### **Terms and Conditions**

All appointments for Arcadia Academy are subject to reference and DBS (Disclosure and Barring Service) checks and proof of identity.

### **Salary guide**

Arcadia Academy has its own salary scale. This will be discussed at the interview.

### **Benefits**

- Return ticket to Montenegro
- Accommodation in the vicinity of the school
- Free lunch on duty
- Staff discount on School Fees should staff have a child

### **Invitation for Interview and Recruitment Arrangements**

If called for interview, you will be required to bring with you your Birth Certificate, Passport and professional qualification certificates. References may be taken up before interview.

### **Data Protection Statement**

In order for us to process your application for employment, we capture information about you. This may include your physical and mental health, and any criminal convictions you may have. All information will be kept confidential. We will only use it to process your application for employment. Your criminal record is used to enable us to discharge our legal obligations as a School. We destroy this information once we have obtained it, and simply log the fact that we have seen it. Your physical and mental health details enable us to assess that you will be able to fulfil the demands of the job. Should your application be unsuccessful we will delete all your information from our systems and dispose of it in a secure manner, unless you request that we retain it.

### **Application Process**

Please submit applications either electronically to: [recruitment@arcadiaeducation.me](mailto:recruitment@arcadiaeducation.me) or on paper to: Arcadia Academy, Ljesevici bb, 85330 Kotor, Montenegro.

We are unable to accept CVs as a method of application.