



ICSLONDON
INTERNATIONAL SCHOOL

Shaping the world

JOB DESCRIPTION

ICS is an independent, IB World School, founded in 1979, providing an international IB education to students aged 3 - 18. In addition, excellent examination results for its IB Diploma graduates, and a successful academic programme in both the primary and middle school, make the School a unique, exciting pedagogical offer for international, as well as British, families. Students graduate from the School and enter competitive university programmes around the world including the UK and the USA. A successful and highly regarded English Language Summer School – certified through the British Council - completes the academic provision of the School. ICS is part of the Globeducate group - a network of 51 premium international schools and online programmes educating more than 25,000 students in ten different countries and on three continents. The Globeducate mission is that *we prepare each student to become a global citizen who can shape the world* [<https://www.globeducate.com>]. We are also a member of the Independent Schools Association (ISA), a group of over 500 of the best independent schools in the UK.

ICS has a commitment to safeguarding and promoting the welfare of children and young people. All appointments are subject to Enhanced DBS checks/Overseas Police Checks and Prohibition check. During interview all candidates will be asked to talk through their applications, including periods when they were not working. ICS is committed to equal opportunities.

JOB TITLE	REPORTING TO
Japanese Language tutor (contractor)	Head of Faculty- Language

WORKING DAYS/HOURS
Normally 2 hours a week during school terms

START DATE
As soon as possible

LOCATION
ICS Secondary, 21 Star Street London W2 1QB

PAY AND CONTRACT

£40 per hour plus £40 per week for attending meeting, email communications, writing reports, competing training and other preparations and tasks required.

(This figure incorporates an amount of money equivalent to an additional 12.07%, which meets the company's obligation under the Working Time Directive in respect of holiday pay) on Tutorial agreement (to be reviewed per academic year) The tutor will invoice the school on monthly basis.

MAIN OBJECTIVE

To ensure a rich and stimulating learning environment and instruct students within the prescribed curriculum, and work co-operatively with colleagues.

CONTEXT

This job is located at ICS Secondary School, London, where the postholder will be responsible for planning, delivery and monitoring of classes to our learners and required to attend a meeting at least half-termly basis

MOTHER TONGUE RESPONSIBILITIES / DUTIES

Curriculum, Assessment, and Pedagogy

- Lead and develop the delivery of the IB Diploma Language A at SL/HL at the school.
- Comply with school deadlines
- Work collaboratively within and across departmental structures in the school
- Teach classes in accordance with the curriculum guidelines
- Prepare yearly schemes of work as well as termly and unit plans for the classes to be taught and report these back HoF
- Planning is based on a thorough knowledge of students' achievements and their strengths and weaknesses.
- Work in conjunction with colleagues to ensure an interdisciplinary / collaborative approach to learning takes place
- Teaching is designed to engender an infectious enthusiasm and enjoyment of learning among the students.
- A range of teaching methodologies and resources are used to stimulate interest, promote creativity and encourage students to think and learn independently.
- Differentiate lessons appropriately to ensure every student has the opportunity to experience success, thus facilitating the school's inclusive policy
- Teacher demonstrates excellent subject knowledge and an understanding of the demands of IB, Cambridge etc examinations, and where appropriate, ensures that students are very well prepared to take these and any entrance requirements for their next phase of education.
- Prepare learning strategies according to the curriculum and assessment structures in place
- Assess, record, monitor and report on student development, progress and achievement in a focused and detailed manner which clearly indicates the amount of progress made in accordance with the IB MYP, DP and Preparation curricular and school's assessment policies.
- Take part in departmental and inter-departmental student moderation exercises

- Set and mark homework regularly and develop strategies to engage students in the assessment of their own learning
- Embed ICT strategies into the delivery, content and areas of assessment for their subject area
- Respond to ICS email correspondence as appropriate
- Mandatory check of OCC website
- Submit IB forms to HoF in advance
- Ordering texts through HoF

Pastoral

- If concerns arise , please address these to HoF
- Do not approach students about personal issues
- Provide a safe, effective, challenging learning environment and an attractive and welcoming classroom
- Maintain due regard for safeguarding student health and safety on and off the school site when school is in session
- Maintain good discipline in the classroom and the school premises by taking appropriate steps to address misconduct and report accordingly
- Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour

PROFESSIONAL DEVELOPMENT & ADMINISTRATION

- Undertake regular training and update practice and methodology
- Maintain a high standard of courtesy and professional relationship with all colleagues, students, parents and interested parties and in particular show full respect for the cultures and background of all students, parents and colleagues
- Complete attendance registers as per school policy
- Undertake any other reasonable requests made by HoF/ MYP coordinator/ Diploma coordinator
- Attendance to training is mandatory

PERSON SPECIFICATION

JOB TITLE
Japanese Language tutor

QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Degree in relevant teaching area (language and literature) 	<ul style="list-style-type: none"> • Teaching qualification in Secondary education • First Aid qualifications • EFL/ESL qualifications • SEN qualifications • ICT qualifications • Coaching/training qualifications • First Aid qualifications • QTS

EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience teaching at Secondary School level (language and literature) 	<ul style="list-style-type: none"> • Experience teaching International Baccalaureate MYP and Diploma level • Experience of International Education • Experience teaching students with Special Educational Needs and English as a Second Language

SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> • Excellent Communication skills • Ability to provide dynamic, motivational, learner centred, interdisciplinary classroom activities • High level of communication, teaching and presentation skills • Strong ICT skills • Ability to differentiate lessons to a variety of learning styles and ability levels • High level of time management skills • Ability to maintain appropriate standard of discipline in classroom • Ability to show initiative and contribute new ideas • Ability to self brief in areas of curriculum and new pedagogical developments • Ability to set a high standard of leadership in the classroom 	<ul style="list-style-type: none"> ▪ Ability to lead and/or facilitate in-house training ▪ Ability to design and deliver papers and workshops at external conferences ▪ Ability to speak other languages

KNOWLEDGE	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Understanding of other cultures 	<ul style="list-style-type: none"> ▪ Knowledge of the IBO and its Primary, Middle and Diploma programmes

<ul style="list-style-type: none"> ▪ Understanding of equal opportunities policies, and the impact that such a policy has on a class of students ▪ Knowledge of a variety of pedagogical approaches, and ability to apply each one as and when required 	<ul style="list-style-type: none"> ▪ Knowledge of mixed culture teaching and learning
---	--

OTHER ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Strong commitment to child protection and safeguarding ▪ Commitment to the IB Programme and philosophy ▪ Commitment to continuing professional and personal development 	