

The American School in London

ASL Substitute Teacher Job Description

Introduction to ASL

ASL was founded in 1951 by Stephen L. Eckard, an American journalist and teacher, who opened the School with a handful of students in his Knightsbridge flat. With a steadfast determination to take advantage of all the cultural opportunities that London has to offer, Eckard's aspirations for his burgeoning school stand true today, nearly 70 years later. ASL now houses an average of 1400 students, ages 4-18, and 370 staff from 70 countries around the globe.

Our mission is to *empower each student to thrive as a lifelong learner and courageous global citizen by fostering intellect, creativity, inclusivity and character*. To achieve our mission, ASL is committed to our core values; Respect, Responsibility, Kindness, Integrity and the Courage to Act. This extends to our students, teachers, parents, staff and friends who come together to create an extended, yet focused "family." We are deeply committed to the values espoused in our newest [Diversity, Equity and Inclusion \(DEI\) statement](#), which demonstrates our dedication to fostering an inclusive school environment and affirming the dignity of every member of our community. We pride ourselves in being an international school which reflects the world around us, harnessing difference, equity and trust into our practices, in order for our members to thrive and students to flourish. We believe our community is our strength, and so we provide an environment rich with creativity and collaboration, and the resources for our faculty, staff and students to reach their full potential. The success of our school lies in the dynamic student-teacher relationship. We deliver a creative and inquiry-based curriculum while encouraging the pursuit of personal and academic excellence. Our bank of substitute teachers are crucial in supporting this mission and we look to find like-minded individuals that wish to share in our commitment to our mission.

Key responsibilities:

- Maintains and respects the confidentiality of student and school personnel information
- Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school and county policies
- A solid understanding of K-12 school organization, programs and students
- Flexible and willing to adapt to change at short notice
- Willingness to help supervise extra-curricular activities
- Ability to teach day to day assignments or longer term positions such as maternity leave or long-term illness
- Uses initiative to solve problems when they arise and is willing to make decisions based on the best interest of students
- Ability to communicate well with school students of varying ages and backgrounds
- Experience in curriculum and assessment development
- Can take over classes with little advance notice. Improvises lessons in emergency situations where the teacher is unable to provide lesson plans
- Recent and relevant professional development
- Previous K-12 school teaching experience
- A strong ability to communicate with parents, while understanding the approach to communication may vary according to the developmental needs of students within the grade level being taught.
- A positive attitude with a strong sense of humour, desire to be part of a close community and able to contribute in positive ways to the culture of the school

- Expertise in building active, collaborative classroom programs which encourage critical thinking skills, problem-solving, and which develop a sense of classroom community and trust
- A proven ability to differentiate instruction and integrate learning Ability to quickly adjust to different specialist subjects (Art, PE, Music, Spanish) and grade levels

ASL is a K-12 school made up of three divisions, Lower, Middle and High

Lower School

Our academic programs are purposefully designed to actively engage students in learning through inquiry and investigation. Inquiry-based education encourages curiosity, creativity and collaboration, skills critical today for the entrepreneurs, engineers and designers of tomorrow. Core subjects in literacy, math, science and social studies are further enriched and complimented by specialized instruction in music, art, PE, technology and Spanish classes.

Middle School

The MS program is rigorous and focused on the cultivation of deep and meaningful understanding. Students are challenged to think, question, express and create, and to transform their ideas into action. Learning in the ASL Middle School is hands-on, active and collaborative. Our student-centered approach recognizes learners as individuals, each with their unique journey of discovery ahead. The program of study consists of major courses in English, mathematics, social studies, world languages, science, physical education, music and the arts. A rich variety of elective courses in technology, visual and performing arts, and community service allows meaningful exploration and the pursuit of personal interests.

High School

Students in the High School have access to a wide array of rigorous and exciting courses, including the traditional subjects like English, math, social studies, but also in world languages, the sciences, journalism, the arts and yearbook that challenge them to develop their skills in collaboration, innovation and communication. Additionally, ASL's location in London offers a wealth of experiences and learning opportunities for our students, faculty and staff. The academic and extracurricular opportunities offered are augmented by a myriad of domestic and international travel and service-related experiences, to provide our students with a high school experience that is of the highest standard. In their totality, the different components of the ASL high school experience combine to prepare our students to emerge into the next phase of their lives as responsible citizens of the world.

Substitute Teachers are recruited on an ongoing basis, dependent on the school's current demand. If your skills and experience meet with the demands of the school at the time of application, we will be in touch regarding next steps.

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions into Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot

be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

ASL is dedicated to fostering courageous global citizenship in a diverse and inclusive school environment. In our international community, we aspire for the cultures and backgrounds of our employees to mirror those of our families and student body, and we enthusiastically welcome applications from candidates who bring diverse life experiences, perspectives and skills. Educators with knowledge of global education and prospective applicants for any position who are committed to diversity and inclusion are particularly welcome to apply. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, maternity or parental status, or any other legally recognised protected basis under local law. [Read our Diversity, Equity and Inclusion statement here.](#)