



# American Academy Larnaca

PRIVATE SCHOOL

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## SCHEMES OF SERVICE

**POST TITLE:** *Senior School Subject(s) Teacher*

Aims of the Post:

- To provide effective teaching of the highest order for the group(s) of students assigned by the Director.
- To support the overall academic, physical, social, cultural, moral and spiritual development of students in the groups taught through pastoral care and guidance.
- To administer day-to-day routines, procedures and rules of the school.
- To provide a point of contact for parents of students taught in the class and to support the communication between school and home.
- To ensure that students are well prepared for external examinations for approved qualifications in the subject taught.

Specific Responsibilities and Tasks:

- Ensure an understanding of the knowledge, concepts and skills of all the curriculum areas taught to the required levels.
- Effective planning and preparation of all lessons and academic activities following the approved and relevant subject Schemes of Work.
- Effective use and organisation of appropriate resources to support teaching and learning.
- Implementation of the school's assessment policy and procedures including regular marking of each student's work.
- Accurate and full recording of each student's progress and attainment in the subject areas covered.
- Effective classroom organisation and management ensuring time and space are optimally used.
- Providing an attractive and stimulating environment conducive to learning.
- Ensure progression and continuity is provided for and in particular prepare students for transition to Higher Education.
- Prepare students taught thoroughly for GCSE, O Level, A Level and other school exams.
- Use clear language and communication to children – in English in accordance with school policy.
- Ensure teaching skills used are relevant and up-to-date and that an appropriate range of methods is used to achieve specified objectives.
- Use IT extensively within constraints of given resources teaching any basic skills as required.
- Ensure appropriate activities, resources, support and challenges are provided for students according to their abilities.
- Set demanding, but realistic, expectation for all students taught.
- Provide supportive relationships for students, and engage interest and command respect from them.
- Ensure students behave according to school expectations and implement behaviour-related school policies fairly and consistently.
- Perform designated administration, routines and supervisory duties efficiently and in accordance with the current Collective Agreement.
- Carry out the duties of a Sponsor if required to do so regularly or as a replacement.
- Other responsibilities as deemed necessary by the Director.

Qualifications Required:

Academic qualifications and experience as determined from time to time by Council.