



The British School of Costa Rica



Job Description & Person Specification

Post Title: Teacher of Economics and Business & Management Studies

Section: 14 to 18 year olds

Accountable to: Head of Humanities / Head of Secondary

Main Responsibilities

- Plan and deliver lessons that are pedagogically sound and are aligned with School and curriculum requirements
- Contribute to the ongoing development of the Humanities curriculum
- Continually assess student's progress by utilizing both formative and summative assessments
- Reflect on student performance for future planning and delivery
- Actively participate in the performance management programme
- Prepare and maintain accurate records and quarterly reports in accordance with School policy
- Contribute to the ongoing operations and development of the Humanities Department
- Contribute to whole-School and extra-curricular activities
- Comply with all of the School's policies and regulations – specifically those relating to discipline, academic honesty, inclusion, assessment and health and safety
- Maintain positive and supportive relationships with students, staff and parents
- Fulfill operational responsibilities which include: break duties; exam invigilation; parent-teacher meetings, attendance at department and staff meetings and after-school events
- Cover classes as reasonably requested by the Head of Secondary
- Supervise extended essays when appropriate
- Participate in cross-curricular collaboration activities
- Support the School's House system
- Support Student Council initiatives
- Contribute to the creation of the department budget
- Ensure that subject specific books and other relevant resources are in a good condition and available
- Check SDS records on a regular basis to ensure that the learning needs of all students are being met
- Liaise with the SDS department regarding students who present social/emotional concerns
- Liaise with the Department Head, Deputy Head and Head of Secondary regarding students who present disciplinary or academic concerns

Person Specification

	Essential	Desirable
Qualifications		
A Bachelor's degree in Economics/closely related discipline or a Bachelor's degree in education	✓	
A recognized formal teaching qualification	✓	
A relevant Master's degree		✓
Experience		
At least 2 years teaching experience, preferably in international schools		✓
Recent experience of teaching the I.B. Diploma and/or I.G.C.S.E. programme		✓
Professional Skills, Knowledge and Understanding		
Fluency or near-fluency in English	✓	
An effective classroom practitioner with a developed knowledge and understanding of current pedagogy	✓	
Able to engage with students and to engender enthusiasm for learning	✓	
Comfortable using a range of I.C.T. including the Google platform	✓	
Attributes		
Have effective communication, organization and time management skills	✓	
Be able to manage own workload effectively and respond swiftly to tight deadlines	✓	

"Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection" (International Task Force on Child Protection, June 2016 Report: Outcomes and Recommendations). As such, this appointment is subject to the provision of an appropriate criminal record check and the satisfactory return of professional referees.