



**Britannica International School**  
Budapest  
an Orbital Education School



***INSPIRE, EXCEL, EXCEED***

## **Job Description**

### **Secondary Humanities and Science Teacher**

#### **Key Criteria**

- A suitable teaching qualification in Secondary Education with a specialism in **Humanities and/or Science**.
- Experience, understanding and skills relevant to teaching subjects such as **History, Geography, Global Perspectives** and **Science** at secondary level.
- Evidence of recent, effective strategies that lead to **high-quality teaching and learning**.
- Ability to work both **independently** within your subject area and **collaboratively** as part of the Humanities and Science Faculty teams.
- Highly effective communication skills with students, parents, and colleagues.
- Strong organisational skills, including whole-school and classroom management.
- Confident use of ICT to enhance teaching, learning, assessment, and engagement.
- Experience and expertise in teaching **IGCSE Humanities and/or Science**, with the ability to contribute to **A Level** teaching in at least one relevant subject.

#### **Key Tasks**

- Plan, share, prepare and teach courses and lessons in accordance with agreed schemes of work and school/Key Stage policies, ensuring these are available for senior staff.
- Implement the **Humanities and Science National Curriculum** and relevant Cambridge or Pearson Edexcel International curriculum frameworks.
- Provide an effective learning environment aligned with the school's *Learning and Teaching Policy*.
- Prepare daily and long-term lesson plans in line with curriculum guidelines.
- Serve as a specialist in delivering high-quality teaching in **Humanities and/or Science**.

- Maintain productive working habits and strong classroom discipline.
- Supervise students throughout the school day, including break duties.
- Attend staff meetings, training sessions, and professional development events.
- Assess, evaluate and report on students' progress using data, tracking, and assessment effectively.
- Use assessment data proactively to identify underperformance, implement interventions, and communicate with parents.
- Set and conduct testing and examinations as required.
- Meet and communicate with parents, administrators, and professionals regarding student progress.
- Support and supervise school activities such as excursions, camps, trips and events.
- Serve as an active and well-organised **Form Tutor**, delivering PSHE lessons to secondary students.

## **Continuing Professional Development**

- Participate fully in the Professional Mastery Programme, preparing documentation, attending review meetings and taking responsibility for personal development.
- Contribute to the ongoing development of Humanities and Science in conjunction with the Head of Faculty, staying informed about current research, pedagogy and curriculum developments.
- Make full use of available training and development opportunities linked to the School Development Plan and Professional Mastery Programme.

## **Further Professional Responsibilities**

- Contribute to Key Stage, Faculty and whole-school development by sharing expertise, professional learning and subject knowledge.
- Be a reflective practitioner, continually evaluating and improving your own teaching practice.

## **Administration**

- Implement school procedures for assessment, recording and reporting, providing accurate student data and targets.
- Keep accurate registers in line with school policy.
- Fulfil the required supervisory duties.
- Prepare for, participate in and contribute to meetings with colleagues and parents, and lead them when appropriate.

## Health and Safety

- Comply fully with school health, safety and welfare procedures.
- Take responsibility for your own safety and the safety of others.
- Maintain personal organisation and collaborate with the HR team to ensure visa and work-permit documentation is up to date.

## Professional Duties

### Teaching

- Plan and prepare appropriate courses and lessons.
- Teach pupils according to their educational needs, including setting and reviewing work as required.
- Assess, record and report on student development, progress, and attainment.
- Participate, when appropriate, in school arrangements for admission examinations.

### Other Activities

- Promote the general progress and wellbeing of pupils assigned to you.
- Provide guidance and advice to pupils on educational and social matters, keeping relevant records.
- Record and report on pupils' personal and social needs.
- Communicate and consult with parents, pupils, and relevant external stakeholders.
- Contribute to oral and written assessments, reports and references for individuals and groups of pupils.

## Staff Meetings

- Participate in a reasonable number of meetings related to curriculum, school organisation, administration, and pastoral care.

## Additional Administrative Responsibilities

- Maintain accurate pupil attendance registers where appropriate.
- Undertake a fair share of supervision duties before, during and after school, including **leading at least one ECA club per week.**

**Note**

This job description is not exhaustive. Additional responsibilities may be assigned at the discretion of the Principal.