



**Dublin**  
International School

## Spanish & French Teacher

### Secondary School

We require a well-qualified, dynamic and dedicated Spanish and French teacher for our Language Acquisition curriculum. This is a full-time post. The ideal candidate will be able to offer both languages. But consideration will also be given to applications offering either French or Spanish making two part-time posts.

SEK Dublin is an international day and boarding school 35 minutes south of Dublin in the town of Greystones. Children begin at 11 and progress through secondary up to 18 years of age. Students move on to study at leading universities in Ireland and around the world. Our cohort is made up of a mixture of Irish and International day students from families living the immediate and Greater Dublin areas, as well as international boarding students who reside in our on campus boarding house or with local host families.

We have long history of educational innovation, as part of a wider group, we have schools in mainland Europe and the Middle East. Including a tall ship in the Mediterranean, which acts as a base to study sailing and marine conservation as well as our own university, indeed, for over 130 years we have been preparing students for their future. As a fully independent school we have the freedom to offer an alternative to the traditional state exams. We were the first school in Ireland to offer the prestigious International Baccalaureate Middle Years (MYP) and Diploma (DP) programmes.

An understanding of the IB programme would be an advantage.

We are a growing school and are an excellent opportunity for the right candidate to advance their career in a unique international setting. We offer a strong professional development programme, colligate culture and competitive salary. If you are a highly motivated professional, who has the ability to work collaboratively and engage their pupils through enquiry-based learning and enjoy working in a culture of high expectations and mutual support, then please email [jobsdublin@sek.ie](mailto:jobsdublin@sek.ie) to request a candidate pack. The position should be listed in the subject space.

Certification with the Irish Teaching Council or an equivalent allowing registration with the Teaching Council is necessary. Successful applicants must undergo a police check.

You can learn more about us at [SEK.ie](http://SEK.ie)



# Role Specification

## Spanish and French Teacher

<b>Objective</b>	<ul style="list-style-type: none"> <li>Identify and promote core learning skills and teaching strategies and plan and deliver high quality lessons, to ensure access and challenge for all students.</li> <li>Encourage best practice through support, advice and training across the school</li> </ul>
<b>Reports to</b>	<ul style="list-style-type: none"> <li>Head of Department</li> <li>Academic Coordinator</li> <li>Principal</li> </ul>
<b>General Classroom practice</b>	<ul style="list-style-type: none"> <li>Plan, prepare, develop, and deliver courses of study to a range of classes according to School requirements and the IB Diploma and Middle Years Programme guidelines</li> <li>To ensure continuity, progression and cohesiveness in all teaching</li> <li>Collaborate with other teachers to revise, develop and write new vertical and horizontal curriculum and assessment resources and ensure these are shared</li> <li>Model inquiry practice and the attributes of the IB learner profile in the classroom</li> <li>Differentiate courses of study and lessons to meet the individual needs of diverse students, based on their academic ability and previous achievement.</li> <li>Participate in school and staff meetings and professional development opportunities, as well as other school wide and institutional events</li> <li>Contribute to the wider academic and pastoral life of the school through a willingness to participate, cooperate and possibly lead initiatives in school related to developing the school culture and promotion of school values, such as projects, field trips, events and pastoral care of students, as a way to effectively meet the personal, social (wellbeing) and academic needs of students and staff</li> </ul>
<b>Assessment &amp; grading</b>	<ul style="list-style-type: none"> <li>To assess students' work, systematically in line with School policies and curriculum requirements</li> <li>To monitor student progress, keeping records that include assessment outcomes and targets set at regular intervals in accordance with School policies and to report these periodically to parents and students in accordance with school requirements</li> <li>To use data and results to inform future planning, teaching and curricular development</li> <li>To contribute towards the implementation of Individual Learning Plans for pupils with additional need</li> </ul>
<b>Pastoral</b>	<ul style="list-style-type: none"> <li>To assume pastoral responsibility for all children in your charge</li> <li>To act as a form tutor, providing a bridge between home and school, in accordance with School expectations and guidelines when needed</li> </ul>
<b>Health &amp; Safety/Child protection</b>	<ul style="list-style-type: none"> <li>To undergo Basic First Aid training and update courses as directed by the Senior Leadership Team</li> <li>To assume responsibility for health and safety, in accordance with School expectations and statutory obligations including the safe storage and use of any equipment or materials</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain an up to date working knowledge of the School's safeguarding policy including all statutory obligations and guidelines from Tusla regarding child protection.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• To maintain an up-to-date knowledge of pedagogical developments and research</li> <li>• To maintain an up-to-date knowledge and understanding of the curriculum (including the assessment regimes) for all courses taught</li> <li>• Maintain an up-to-date knowledge and understanding of school policies and contribute to their biannual review</li> <li>• To commit to continued professional learning by researching, collaborating and implementing innovative practice in the classroom, monitoring its effects and sharing best practice with colleagues</li> <li>• To seek out opportunities to observe other colleagues in the classroom and have them observe you in a spirit of sharing best practice and support</li> <li>• To keep up to date with technological change and the use of technology to enhance delivery, and pupil access, to the curriculum</li> </ul>
<b>Professional standing</b>	<ul style="list-style-type: none"> <li>• To conduct yourself in a manner befitting the profession and the reputation of the school, in line with School expectations and codes</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To undertake any other reasonable duties as directed by the Principal or Academic Coordinator</li> <li>• To work on rotation, a maximum of one Saturday a month, at the direction of the school</li> <li>• To accompany boarding students, when necessary, on flights, between Ireland and mainland Europe</li> </ul>

# Person Specification

## Spanish and French Teacher

Attribute	Essential/Desirable	
	Essential	Desirable
Registered with the Irish Teaching Council or equivalent which would make you eligible to be registered with the Irish teaching council	✓	
A relevant degree	✓	
A relevant master's degree		✓
Successful experience of teaching in secondary schools	✓	
Ability to teach both Spanish and French	✓	
Ability to teach Spanish Acquisition to IB Diploma level (post 16)	✓	
Knowledge or experience of IB MYP and DP programmes		✓
Evidence of high-quality classroom practice	✓	
Competence in a range of ICT applications	✓	
Commitment to support the School's ethos	✓	
Commitment to continued professional development	✓	
Commitment to ensuring the highest standards of safeguarding	✓	
The ability to inspire, challenge and motivate learners	✓	
The ability to build and maintain effective relationships	✓	
The ability to work effectively as part of a team	✓	
The ability to anticipate and solve problems creatively	✓	
The ability to demonstrate loyalty and confidentiality	✓	
The ability to prioritise and manage time effectively	✓	
The willingness to be generous in time and spirit	✓	
Open mindedness and international mindedness	✓	

### **How to apply**

Please send a CV along with a covering letter of no more than two sides addressing your reasons for the post, and suitability for it. The details of 3 referees must be included at the end of the CV. One referee should be your current employer.

Send all applications to [jobsdublin@sek.ie](mailto:jobsdublin@sek.ie) please include ***Application for Spanish and French Teacher*** in the subject line.

