



Anglo Colombiano School

Job Description

Position	Cover Teacher (MYP & DP)
Section	Secondary
Programme	Academic
Line Manager	Head of Academic Data & Reporting
Effective Date	August 2025

MAIN RESPONSIBILITY

As a MYP & DP Cover Teacher, you will be responsible for delivering high-quality lessons within the framework of the MYP and DP Programmes. You will be expected to inspire students' passion, maintain accurate records of student progress, and uphold the school's policies and procedures, including those related to safeguarding. You will also be a Form mentor.

SPECIFIC RESPONSIBILITIES

- Plan and deliver high-standard lessons, ensuring that the learning objectives of the MYP and DP met and that all students are engaged and challenged. This must be in line with the cover work set.
- Act as a form mentor, taking responsibility for the pastoral care, wellbeing, and personal development of a designated group of students, maintaining regular contact with parents as necessary.
- Actively participate in the school's house system, showing support and encouragement for student involvement in house activities and events.
- Provide pastoral care and support to students as required, fostering their intellectual and emotional development.
- Maintain accurate records of student progress, including attendance, behaviour, and academic performance, and provide constructive feedback to students and parents.
- Collaborate with other teachers and staff members to ensure a cohesive and effective learning environment.
- Participate in professional development opportunities as required, including training on the school's policies and procedures and the International Baccalaureate curriculum.
- Adhere to the school's policies and procedures, including those related to behaviour management, child protection, and safeguarding.
- Foster a positive and inclusive learning environment for all students, including those with diverse backgrounds and needs.
- Use a variety of teaching methods and resources to engage and motivate students, and differentiate instruction to meet individual learning needs.
- Communicate effectively with students, parents, and colleagues, and respond promptly to queries and concerns.
- Contribute to the wider life of the school, such as by attending meetings or events, or participating in extracurricular activities.
- Any other reasonable duties as directed by the Coordinator, Head of Science or Head of Secondary School.

Person Specification	As an MYP & DP Teacher, you will demonstrate the following qualifications, experience, knowledge, skills and personal qualities.
Qualifications	• Bachelor's degree Education, or a related discipline. • Teaching qualification.

	Evidence of commitment to professional development.
Experience	- Proven experience teaching in secondary schools, preferably within the MYP curriculum. - Experience teaching MYP levels is highly desirable.
Knowledge & Skills	- Understanding of the MYP curriculum frameworks. - Proficient use of ICT in teaching.
Personal Attributes	- Strong interpersonal, communication, and collaboration skills. - Passion and the ability to inspire this passion in students. - Resilience and ability to manage multiple priorities and demands. - Strong organisational and time management skills. - Ability to work independently and as part of a team. - Commitment to the mission, vision, and values of the Colegio Anglo Colombiano.
Languages	English & Spanish: B2
Line Management Responsibilities	N/A
Meetings to Attend	- Secondary Section Meetings. - Department Meetings. - MYP & DP Curriculum Meetings.
Data Responsibilities	- Attendance and punctuality data for classes. - Academic progress data for students.

DATABASES WITH ACCESS:

DATABASE	X	EXPLAIN REASON
PHIDIAS, ISAMS		
SAPIENS		
PORTALES DE BANCOS Y APLICACIONES		
ON-TRACK (reporte novedades transporte)		
EXTERNAL CANDIDATES CV'S		
EMPLOYEE'S CV		
APLICACIÓN MI COLEGIO		
OPEN APPLY		
OTHERS (specify)		

INTERNAL AND EXTERNAL CONTACTS

INTERNAL CONTACTS		EXTERNAL CONTACTS	
STUDENTS	X	PARENTS	X
TEACHERS	X	FAMILIES IN ADMISSION PROCESS	
ADMINISTRATIVE PERSONNEL	X	EMBASSIES, MINISTERIES, PUBLIC ENTITIES	
SERVICE PERSONNEL	X	SUPPLIERS	
EXTRACURRICULAR TEACHERS		FONANGLO	
UNCOLI TEACHERS		ASOPANGLO	
		ASOEXANGLO	
		OTHERS (specify)	

OTHERS:

Note

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the postholder.

Colegio Anglo Colombiano is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding Clearance.

Signature of Post Holder: _____

Date: _____