



San Silvestre School

Secondary IGCSE Economics & IB Economics and Business Management Teacher

Post title: IGCSE Economics and IGCSE Economics & Business Management Teacher

Responsible to: Senior Leadership Team (SLT)
Head of Social Studies and Head of Economics

Roles and Responsibilities

Curriculum (including Teaching and Learning)

- Knowledge of the Economics IGCSE syllabus and Assessment.
- Knowledge of the IB Economics assessment framework and Internal Assessment requirements.
- Knowledge of the IB Business Management assessment framework and Internal Assessment requirements.
- Plan, document and facilitate the learning of all students through the design of activities of appropriate challenge.
- Monitor and track the academic progress of IGCSE and IB students.
- Meet regularly with the Head of Social Studies/Economics, and other year-level subject teachers to collaboratively plan and review the curriculum.
- Maintain a thorough understanding of the curriculum policies and procedures of the School (including assessment, teaching & learning, and reporting policies).
- Plan, document and facilitate the learning of all students through the design of activities of appropriate challenge recognising the needs of each individual learner in terms of level, language competence, and aptitude. Implement adaptive teaching/differentiation, personalisation, and individualization where necessary.
- Plan, with the Head of Social Studies/Economics, relevant excursions and incursions to enhance and extend learning.

Technology

- Maintain a strong understanding of educational technology; use it to enhance teaching and learning.
- Be a proficient user of Google tools for education (Gmail, Classroom, Sheets, Slides etc).

Other Responsibilities

- Provide school reports in accordance with the school calendar.
- Participate fully in the school's target setting and performance development (appraisal) system.
- Supervise students before school, at break times or after-school - following the duty roster.
- Provide one appropriate and engaging after school activity each week.
- Be ready to be a Form Teacher if required.
- Participate actively in the weekly CPD sessions and be ready to take on professional development opportunities.
- Be willing to provide additional time outside of the standard working day for preparation, assessment, and attending school events.

- Carry out any other duties that may reasonably be required by the SLT.

Specific Responsibilities

- To teach Economics up to IGCSE level (Cambridge syllabus) and/or International Baccalaureate level.
- To teach Business Management at IB (International Baccalaureate) level.

Knowledge and Competencies Required

Essential

- A good Bachelors (or equivalent) degree in Economics and/or Business Management or a subject related to the area.
- Proven track record of successful teaching experience, preferably at the IB level.
- Excellent knowledge of the IB Economics and/or Business Management syllabus, framework, and assessment requirements.
- The ability to read, write and speak in English fluently.
- Excellent information technology skills, including familiarity with Google tools for Education (Google Classroom, Google Docs, Google Spreadsheets, Google Forms, Google Slides).

Desirable

- Masters or postgraduate qualification in a related subject.
- Experience in teaching IGCSE or IB Level Economics / Business Management.
- Experience working with EAL pupils (English as an Additional Language).
- Experience in supervising Extended Essays for the IB Programme.
- Experience in being an examiner for the IGCSE and/or IB Programme.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Head in the light of those changing requirements and in consultation with the post holder. In any event the Head/Head of Section reserves the right to review and amend the job description.

To apply for this position, please send your CV and letter of application (in english) to applications@sansilvestre.edu.pe. In your letter of application please outline why you would be interested in working at San Silvestre and explain your suitability for this role.

We are accepting applications on a rolling basis, so please apply at your earliest convenience. We will review applications as they are received and will make an appointment at any point during the recruitment cycle.

San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment.

Three professional references will be sought, at least ONE of which must be from your present employer.

*The deadline for application is **12.2025***

Dated: 17.06.2025