



Job Description: Teacher

Purpose

The Bangkok Prep teacher aspires to teach in a manner and at a level which is in accordance with the school's published 'Teaching and Learning Policy'. Through outstanding teaching, with a deep understanding of pupils' individual learning needs, the Bangkok Prep teacher strives to ensure that the school's curriculum lays firm foundations for academic and future success, personal fulfilment and lasting happiness in every one of our students.

Responsibilities

The teacher is responsible to the Head of Primary/Secondary for:

- Representing areas of knowledge, understanding and skills, in all their richness, to the students taught.
- Inculcating by precept and example the highest regard for truth, justice, equality of opportunity, human rights, benevolence and compassion.
- Engaging and motivating students to achieve at a level that is as high as they can possibly achieve.
- Using excellent subject knowledge, pedagogic and interpersonal skills to enthuse students and enable students to enjoy learning.
- Making full use of ICT and the new technologies to enhance the quality of teaching and learning for students of all ages and attainment levels.
- Planning lessons taking full account of students' individual learning needs, as well as their individual learning styles, preferences and capabilities.
- Encouraging and enabling all students to become effective, confident and independent life-long learners.
- Providing for students appropriate guidance, *in loco parentis*, on matters of importance and relevance to students.
- Maintaining excellent professional relationships with colleagues by making a wider professional contribution to the continuing improvement of the school.
- Planning and delivery of a programme of learning opportunities and activities to enrich and enhance the taught curriculum.
- Co-operating with colleagues to establish and maintain fair and consistent disciplinary practices in the classroom, around the school and on school trips, and taking active measures to protect students from all forms of abuse, including racist or sexist abuse, bullying, and any kind of corporal punishment.

Review

This job description will be reviewed every two years or at the point of contract renewal.

Main tasks

In accordance with school's policies and under the direction of the Head of Primary/Secondary, the teacher will:

TEACHING

- Plan and prepare schemes of work and complete all required planning documentation.
- Teach with consistent effectiveness the students in her/his classes, taking full account of all students' individual educational needs.
- Plan for the implementation, monitoring and evaluation of relevant learning technologies policies.
- Ensure when planning lessons, that the opportunity for the development, monitoring and assessment of ICT capability that is consistently matched to the learner's needs and ability is included.
- Set and mark work to be carried out by the students in school, at home and elsewhere as appropriate.



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Bangkok International Preparatory & Secondary School

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- Promote the intellectual, moral, cultural, physical and personal abilities and aptitudes of the students in her/his classes and provide guidance and advice to students on educational and relevant social and other matters.
- Make records of and reports on the personal and social needs of students.

ASSESSMENT, RECORDING AND REPORTING

- Assess, record and report on the development, progress and attainment of the students in her/his classes.
- Provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students – including parent consultations.

PUBLIC EXAMINATIONS

- Adhere to and implement all deadlines relating to entry of information for public examinations.
- Participate in arrangements for preparing students for public examinations, and assessing students for the purposes of such examinations and recording and reporting such assessments.
- Participating in arrangements for students' presentation for and supervision during such examinations.

PROFESSIONAL REVIEW/PERFORMANCE MANAGEMENT

- Participate in arrangements for the review of her/his own professional performance and that of other teachers.

FURTHER TRAINING AND DEVELOPMENT

- Keep under review her/his methods of teaching and programmes of work.
- Engage with relevant communities of practice in order to remain up-to-date with current professional developments relevant to the subject/year group.
- Regularly undertake a self audit and review in order to identify areas of practice, skills or knowledge to develop.
- Participate in arrangements for her/his further training and professional development as a teacher.

CURRICULUM DEVELOPMENT

- Advise and co-operate with the Head of Primary/Secondary and other colleagues on the preparation and development of courses of study, teaching materials, and teaching schemes, methods of teaching and assessment and pastoral arrangements.
- Take responsibility for specific subjects or areas of the curriculum.

DISCIPLINE, HEALTH AND SAFETY

- Maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

STAFF MEETINGS

- Participate in meetings which relate to curriculum matters or the administration or organisation of the school, including pastoral elements.

COMMUNICATION

- Communicate and consult with the parents of her/his students, or others who have a legitimate interest in the students in her/his classes.
- Communicate and co-operate with persons or bodies outside the school as required by the Head of Primary/Secondary.
- Participate in meetings arranged for any of the purposes described above.

MANAGEMENT AND ADMINISTRATION

- Co-ordinate or manage the work of other staff where appropriate.



- Participate in administration and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attend assemblies and other such collective school events, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

COVER

- Supervise and so far as is reasonable and practicable teach any students whose teacher is not available to teach them.

ADMINISTRATION

- Participate in administrative and organisational tasks related to the duties described above, including registering attendance of students.
- Manage or supervise anyone providing support for her/his class(es).
- Order and monitor the use of resources.

GENERAL PROFESSIONAL DUTIES

- Carry out particular professional duties as may reasonably be assigned by the Head of Primary/Secondary.
- Contribute to the overall life of the school.

PASTORAL DUTIES

- Act as a Form Tutor or Class Teacher and in this capacity be the key member of staff for the provision of pastoral support for each and every member of the tutor group or class, including such functions as:
 - Carrying out daily administration tasks.
 - Monitoring of individual student's progress and well-being.
 - Providing students with day-to-day support and guidance as necessary.
 - Holding regular one-to-one discussions with members of the tutor group or class, including academic mentoring.
 - Discussing students' needs and progress with the Key Stage leader and other key staff.
- Attend and support school events as an active member of the pastoral staff team.

EXTRA-CURRICULAR ACTIVITIES

- Plan and deliver an after school programme of enrichment activities deriving from the taught curriculum and/or from other interests and needs of the students, under the direction of the Head of Primary/Secondary once a week for 1 hour.

The teaching load of a teacher without additional responsibilities at Bangkok Prep is 80% of a full timetable.

Appendix A Bangkok Prep Teacher Code of Conduct