

Job Description: Class Teacher

Wellington College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

The following list is not exhaustive but represents the main professional duties of a WCISB teacher. This Job Description should be read and understood in conjunction with the WCISB Teacher Standards, the Staff Handbook and the teacher's contract.

1. Teaching

- 1.1. Planning and preparing schemes of work and lessons, in collaboration with other staff as appropriate and in accordance with the School's Curriculum Policy
- 1.2. Teaching the students in your class and setting and marking their work, including internally-assessed tests or examinations carried out by these students
- 1.3. Assessing, recording and reporting on the progress, development and attainment of students
- 1.4. Promoting the progress and wellbeing of individual students and of classes or groups of students that are assigned to you
- 1.5. Keeping records and creating reports on the personal and social development and needs of students
- 1.6. Communicating, and developing a strong working relationship with, parents of all assigned students and meeting them whenever required or necessary
- 1.7. Communicating and working with agencies outside School where required
- 1.8. Attending and participating in meetings relating to any of the roles and responsibilities outlined in this Job Description
- 1.9. Taking students out of school on School trips including, as required, residential
- 1.10. Actively supporting and taking part in the School's programme of co-curricular, House and other activities

2. Professional Development

- 2.1. Playing a positive and constructive role in the School's Research and Development programme, including a minimum of thirty-five hours of professional development activity annually and active membership of at least one R&D group per year
- 2.2. Taking a full part in the School's Performance Management process
- 2.3. Reviewing on a regular basis your teaching methods and related schemes of work
- 2.4. Taking part in regular in-service training and continuing professional development, as agreed with the School

3. Child Protection, behaviour management and health and safety

- 3.1. Promoting and safeguarding the welfare of children and young people for whom you are responsible, and with whom you come into contact
- 3.2. Maintaining high standards of behaviour and safeguarding students' health and safety both on School premises and during School activities elsewhere

4. Administration

- 4.1. Registering student attendance and supervising before and after school, as required

5. General

- 5.1. Actively supporting the Values, Identity and Ethos of the school
- 5.2. Any other reasonable duties as requested by the Head of Junior School or the Master.