

Job Description: Director of Languages

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

This Job Description should be read and understood in conjunction with the WCISB Class Teacher Job Description, the WCISB Teacher Standards, the Staff Handbook and the teacher's contract.

1. Purpose

- 1.1. This is, in the first year, a 40% contact position. The post-holder is responsible for the daily implementation of Language teaching across Thai, Mandarin, EAL and other languages offered. Initially it will be a Junior School position but a whole-School role may be available in due course for the right person.

2. Key Responsibilities

- 2.1. Oversee and review the smooth and efficient day-to-day running of the Languages Department in the Junior School.
- 2.2. Ensure that the School's Languages Policy is up to date, compliant and implemented throughout the School.
- 2.3. Manage the resource budgets for MFL and EAL
- 2.4. Working in conjunction with the Head of the Junior School, take an active part in the recruitment process for new MFL and EAL staff
- 2.5. Oversee, design and, as necessary, deliver Language programmes within the curriculum
- 2.6. Oversee and/or liaise with Wellington Extra Languages programmes to ensure integration at all levels
- 2.7. Manage and oversee the Review, Recording and Reporting systems for Languages
- 2.8. Be available to advise colleagues on Language matters and ensure that they have access to relevant training and resources
- 2.9. Ensure that advice for staff is current and relevant to the School's particular context
- 2.10. Deliver INSET to all teaching staff and TAs as appropriate
- 2.11. Maintain accurate records of meetings with parents
- 2.12. When possible, receive information in advance about new students' Languages profiles, including EAL, and report on them as necessary to the Head of the Junior School

3. EAL

- 3.1. Ensure the highest standards of learning and teaching, including intervention programmes to meet individual needs as necessary before, during and/or after school.
- 3.2. Co-ordinate support lessons for students with EAL difficulties either one-to-one or in small groups
- 3.3. Arrange or supply in-class EAL support as appropriate, liaising with Class Teachers and ALTs
- 3.4. Prepare and oversee Individual Student EAL Plans for all staff to access
- 3.5. Liaise with Class Teachers and ALTs on differentiated teaching and learning, as well as specific strategies, enabling students with EAL difficulties to access the curriculum and apply their underlying ability



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- 3.6. Meet regularly with ALTs who assist in delivery of EAL support
- 3.7. Monitor, assess and record the progress of relevant students, providing evidence of the added value generated by all EAL interventions
- 3.8. Ensure that every student on the EAL register has regular individual meetings to discuss progress; parents must also be involved in regular meetings and updates
- 3.9. Attend Middle Leaders meetings, and Senior Leaders meetings when necessary
- 3.10. Work with the Head of the Junior School on the delivery of study skills sessions and INSET and CPD for staff in relation to EAL and relevant differentiation

4. General

- 4.1. Attend appropriate training courses as relevant and develop professional relationships with local counterparts
- 4.2. Attend staff meetings, assemblies and functions as appropriate.
- 4.3. Participate in the School's Performance Management and Mentoring processes.
- 4.4. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection.
- 4.5. Comply with any and all reasonable requests made by the Master or the Head of the Junior School
- 4.6. This Job Description is not exhaustive and will be subject to periodic review