**The Regent’s International School, Bangkok**

**Job Description**

**Title: Subject Teacher**

Reporting to: **Head of Department**

The following is included in the professional duties that a teacher at The Regent’s International School, Bangkok may be required to perform.

***Policy***

* To exemplify the school philosophy and to ensure the school mission is understood and supported
* Represent and promote the subject.
* To be fully committed to the Round Square philosophy of the school
* To ensure that all school policies are effectively implemented
* Be concerned for the safety, welfare and progress of pupils.
* Maintain good order and discipline among pupils.
* Contribute fully to the extracurricular programme of the school.
* Take responsibility for a curriculum area as requested by the Head of Secondary.
* Assess, evaluate and record the progress of the pupils in accordance with school guidelines.
* Maintain a dress code appropriate to the standards of the school and the customs of the host country.
* Keep up to date with developments in education and in specialist subject areas.
* To undertake responsibilities which can be reasonably expected from the Board, Principal, Head of Secondary and Deputy Head.

***Implementation***

* Plan and prepare lessons suitable within each class to the agreed scheme of work
* Mark work regularly.
* Set and mark homework according to the school’s homework policy.
* Create a safe, effective and stimulating learning environment appropriate to the needs of the children.

***Communication***

* Be available for parental liaison.
* Organise and attend parental consultations as arranged by the Head of Secondary
* Prepare student reports/assessment as required and contribute to the preparation of pupil references.
* Provide guidance and advice to pupils on educational, social and career matters

***Administration***

* Participate in meetings, as may be required.
* Undertake additional tasks such as organising visits
* Ensure classroom displays are maintained and regularly reviewed and updated
* Participate in school working parties as may be requested by the HoS.