

Classroom/Subject Teacher Job Description

Line Manager: Section Principal

As a classroom/subject teacher, you should be an adaptable and inspiring educator. You should be a good teacher, motivator and communicator and should provide a stimulating and well-organised learning environment for your students. You should be able to provide professional expertise, high quality teaching, make effective use of resources and ensure outstanding learning and progress and positive wellbeing for all students.

1. Knowledge and Skills. You should:

- 1.1. Have a detailed knowledge of the School's Philosophy and Objectives statement and an understanding of how these principles are translated into practice in order to influence the ethos and decision-making process in the school;
- 1.2. Possess good communication skills and be willing to adapt to the demands of an international school;
- 1.3. Be willing to participate fully in school life and, in particular, help to develop the team spirit within the school;
- 1.4. Satisfy student needs in academic and pastoral matters;
- 1.5. Teach mixed culture and ability classes using a variety of styles to create appropriate learning opportunities for all students;
- 1.6. Be familiar with all new and existing curricula and assessment strategies and rubric relevant to the post;
- 1.7. Keep abreast of current developments in education and best UK and international practice;
- 1.8. Operate as an effective team member who listens to and respects the views and values of others be they students, staff or parents.

2. Responsibilities – You should:

- 2.1. Ensure that the school's ethos and Vision, Mission and Aims are upheld at all times;
- 2.2. Be an effective, compassionate and caring teacher, ensuring the consistent provision of an outstanding learning experience for all students;
- 2.3. Arrive punctually at school each morning, remaining on site until the end of the day;
- 2.4. Implement and adhere to all school policies, protocols and plans;
- 2.5. Contribute to the annual cycle of self-evaluation and improvement planning for your department and/or phase;
- 2.6. Liaise closely with all relevant teaching support staff and co-teachers, ensuring the needs of every student are fully met at all times;
- 2.7. Remain familiar with and use effectively all available data for your students (including, where appropriate, CAT4, Progress Tests, NGRT, PASS and SEN screeners);
- 2.8. Be responsible for the pastoral care, mentoring and personal development of all students in your care;
- 2.9. Participate in the design, development, implementation and review of the curriculum and

- schemes of work for all relevant classes;
- 2.10. Complete long, medium and short-term plans as required for each subject;
 - 2.11. Participate in the design, development, implementation and evaluation of assessment and reporting systems for your students;
 - 2.12. Generate, provide, collate and share assessment data as required and ensure that it is used to enhance the learning of your students;
 - 2.13. Use a variety of different Learning and Teaching styles that cater for the individual learning styles of each student;
 - 2.14. Ensure the positive behaviour and safety of assigned classes;
 - 2.15. Be fully aware of the pastoral, learning and medical needs of all children in your care, including reading each student's medical records, school file and, where relevant, IEP;
 - 2.16. Be an advocate for the BIST Learner Profile, developing its attributes positively and proactively in all your students;
 - 2.17. Award *Charity House Points* consistently, effectively, fairly and in line with school policy;
 - 2.18. Maintain an attendance register and detailed records on each student's progress throughout the year using a range of formative and summative assessment;
 - 2.19. Attend calendared parent-teacher consultation meetings and be available to meet, at other reasonable times, when requested by a parent;
 - 2.20. Write school reports highlighting each child's academic progress and achievement;
 - 2.21. Participate in, engage with and contribute to all in-service training for staff, both in-house and, when requested, offsite;
 - 2.22. Engage fully with the school's PRD (Professional Review and Development) process, welcoming lesson observations and learning walks as a positive vehicle for school improvement;
 - 2.23. Help select resources and manage them efficiently in the classroom, including, where appropriate, responsibility for the allocated budget;
 - 2.24. Participate in regular school meetings (in an average week there will be one meeting to attend);
 - 2.25. Attend curriculum information meetings for parents – at least one per term;
 - 2.26. Attend as school events as possible, including concerts, drama performances, sporting competitions and student-led events;
 - 2.27. Contribute to the development of a positive attitude between the school and the wider community through cooperative relations, publications and competitions. N.B. On occasion, this will require attendance at after-school events such as fetes, fund raising events etc.;
 - 2.28. Undertake a reasonable number of break time duties;
 - 2.29. Contribute to the school's extra-curricular programme, offering at least two extra-curricular activities per week;
 - 2.30. Contribute to the school newsletters, magazine and the annual school Yearbook;
 - 2.31. Be willing to undertake a reasonable number of cover duties when fellow staff are absent;
 - 2.32. Help maintain high levels of Health and Safety in the school;
 - 2.33. Participate in day trips and residential trips relevant to the age group with which you are working;
 - 2.34. Play an active role in the life of the school's Boarding houses, including undertaking a maximum of e evening duties (3.45pm-6.15pm), or weekend duty equivalent, per academic year.

Dr Dan Moore
Reviewed: December 2017
Next review: August 2018

Signed: _____ Date: _____

N.B. This job description is a guide to working at Bromsgrove International School Thailand in the above named post. All staff are required to show flexibility, co-operation and team work in such cases where any of the above responsibilities need to be added to or amended.