British International School, Phuket

Role Title	Reports to
Primary – Class Teacher	Primary Principal

Purpose of the role

A Primary School Class Teacher should be an adaptable and inspiring educator. He/She should be a good teacher, motivator and communicator and should provide a stimulating and well-organised learning environment for the pupils. He/She should be able to provide professional expertise, high quality teaching, make effective use of resources and ensure improved standards of achievement for all pupils. He/She should model professional courtesy and respect.

The specific duties of this position are listed below:

1. To plan and teach lessons and sequences of lessons to the children assigned to teach within the context of the school's plans and curriculum.
2. To demonstrate good teaching practice, leading to improved learning outcomes for all students.
3. To work collaboratively with colleagues, including the planning, teaching and assessing of learning.
4. To fulfil all professional obligations relating to the administration and delivery of the curriculum as detailed by the administration; these include:
    a. meeting all deadlines
    b. fulfilling timetable commitments
    c. fulfilling supervisory duties as outlined at the beginning of each academic year
    d. maintenance of assessment records
    e. writing of reports
    f. maintaining good order and discipline among students in accordance with the school's procedures, to encourage excellent learning habits with regard to punctuality, behaviour, standards of work/homework .
5. To be familiar with, and to implement, all school policies relevant to the delivery of the school curriculum and to the administrative operations of the school.
6. To attend professional and operational meetings as determined by the school administration (faculty, parent evenings, accreditation processes – CIS, NEASC etc).
7. To bring all matters of concern to the attention of the appropriate administrator.
8. To remain abreast of developments in education.
9. To undertake professional development in IT skills to the minimum level required by the school.

10. To be actively involved in the school's extra-curricular programme.
11. To attend major functions/events at the request of the Principal.
12. To take part in the Primary School professional learning process and to review this with the Principal or Deputy Principal.
13. To assist in the maintenance of resources and work with others on curriculum development.
14. To contribute, through faculty meetings, to the review and development of school policies, practices and procedures and to implement them as required.

Statement of Non-Discrimination: The British International School, Phuket is committed to the ideal of diversity in its student body and staff. BIS does not discriminate on the basis of race, colour, disability, age, religion, sexual orientation, national or ethnic origin in the admission and future conduct towards its students or in the recruitment, employment, promotion and retirement of its staff.

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