St. Andrews International School
Sathorn • Sukhumvit 107 • Green Valley

Job Description Form

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	Classroom Teacher	Date: August 2020
Function/Department	Secondary	Location: St. Andrews International Schools, Green Valley - **Thailand**
Reports to	Head of Department	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The four key objectives of a Secondary Teacher at St Andrews Green Valley are as follows:

- High Quality Teaching Practice
- Contribution to Learning Area and Curriculum Development
- Building Relationships with Students, Staff and Parents
- Contribution to the Whole School

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third party services.

High Quality Teaching Practice

- Demonstrated high quality teaching skills which support improvements in student learning within the specified learning area(s)
- Demonstrate ability to incorporate the use of learning technologies in learning and teaching programs
- Ability to plan learning programs which cater fully for the varying needs and ability levels of students in all areas of their development
- Ability to cater for the learning needs of students with identified learning difficulties, gifts and talents or who have English as an additional language
- Ability to assess and monitor student achievement and to inform parents in a variety of ways that keep them regularly and fully informed of their children's progress
- Ability to create a positive, supportive and engaging classroom climate that meets not only the academic but also the social and emotional needs of all students

- Ability to facilitate student learning through inquiry

Contribution to Learning Area and Curriculum Development

- Demonstrate comprehensive level of knowledge and understanding in the relevant curriculum area(s) and student learning styles
- Ability to successfully implement and evaluate curriculum initiatives in a collaborative team in accordance with School, IGCSE and IBDP standards.
- Demonstrate capacity to reflect critically upon professional practice and ability to develop strategies to improve the quality of teaching and student learning

Relationships with Students, Staff and Parents

- Ability to develop constructive relationships with students which engender positive attitudes to learning
- Demonstrate high level communication and interpersonal skills when relating to students, parents and other teachers
- Demonstrate exemplary values and attitudes appropriate to responsible professional practice and the intellectual, physical and social development of students
- Demonstrate capacity to work as a co-learner and collaborator with students

Contribution to the Whole School

- Ability to contribute to the development and implementation of programs and policies which promote excellence in student learning in an international environment
- Capacity to respond to emerging educational needs and priorities in an international environment

Position Requirements and Qualifications

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- A minimum of 3 years FT teaching experience in a recognised educational institution
- Experience teaching the IGCSE and IBDP an advantage
- Excellent communication skills, multi-tasking and time management
- Ability to work as a part of a team and an interest in participating in the wider school community

Contacts

Students, Teachers, Senior Managers, Non Academic Staff Members, Parents

Working Conditions

- 8am to 5.00 pm, 5 days per week, however in practice teachers are able to leave at 3.50pm on some days
- Meetings as required (usually on a Wednesday after school)
- Teachers are required to be be involved in school functions, meetings, events and professional development days as necessary, both within and outside of school hours

Terms of Employment

- Full time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits including relocation and flight allowances depending on terms of employment.
- Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).