



Job Description

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	Head of English	Date: 11 January 2021
Function/Department	Academic / Secondary School	Location: Sukhumvit 107
Report To	Head of Secondary School	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

Together with the Head of Secondary and Head of School, participate in the cycle of evaluation of teachers, including class visits, goal setting, year-end reflection, written feedback. Thereby ensure consistently excellent, engaged teaching and learning in all grades. Ensure that teachers are following the correct syllabus, sufficiently and appropriately assessing in line with department policies and standards.

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 part services.

- Ensure coherence, appropriateness and vertical progression of curriculum in relation to larger curriculum standards.
- Ensure that student assessment is carried out and recorded consistently and thoroughly and keep department colleagues focused on teaching effectiveness and the well - being of students. Ensure the progress of students and their engagement in learning. Ensure the proper support and monitoring of SEN and EAL students as well as the appropriate level of differentiation in the classroom.
- Keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings. Liaise with the Examinations Officer and IB Coordinator as necessary over external examination entries.
- Produce an annual analysis of internal and external assessments and the work of the department.
- Assist in the interviewing and orientation of new members of department. Be particularly attentive to new teachers in the probationary period to help them establish themselves and ensure that they are meeting teaching standards.



Job Description

- Coordinate the grading of admissions assessments and make recommendations for acceptance and placement of students.
- Oversee the ordering of department resources and the maintenance of department budgets.
- Work with the head of secondary to insure that absent teachers' classes are covered and ensure that substitutes are provided with clear coverage protocols.
- Manage Department meetings and department collaboration and professional development activities including peer visits, readings, school visits, etc. Share all meeting minutes with the Head of Secondary and Head of School.
- Attend admissions and parent events as needed and attend department head and other administrative meetings.
- Stay on 2 days after teacher departure to complete tasks and participate in planning meetings and arrive with new staff to help in orientation.
- Fulfil other duties as assigned by the Head of Secondary and Head of School.

Position Requirements

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education
- Experience in an International School environment would be a distinct 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

- Departmental colleagues, Administration, other department heads, parents, students

Working Conditions

- Located at St Andrew's International School, Sukhumvit 107, Bangkok, Thailand.
- Working day; 7:30am – 4.00pm

Terms of Employment

- **Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To be considered for employment at a Cognita School, pre-employment background checks are mandatory.**
- Standard expat teacher contract.