



## PRE PREP CLASS TEACHER JOB DESCRIPTION

<b>Job Title :</b>	Pre Prep Class Teacher
<b>Line Manager:</b>	Head of Pre Prep
<b>Purpose:</b>	
To ensure all of our learners are provided the opportunities, environment and interactions necessary to perform highly and achieve their full potential in all regards. To assist all students to develop emotional security, self-belief and mature social skills. To foster a love of learning and an excitement about coming to school each day. For all children to develop and thrive as curious, problem-solving, independent and resilient learners, within the ethos and policies of the School.	
<b>Personal and professional requirements:</b>	
<b>Experience and qualifications:</b>	
<ol style="list-style-type: none"><li>1. Appropriate degree, with UK PGCE, or other teaching qualification giving QTS</li><li>2. Minimum three years' teaching experience</li><li>3. Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children and appropriate references from current and previous employer, corroborated by personal phone calls made to each referee</li></ol>	
<b>Skills and personal attributes:</b>	
A person that strives for educational excellence and embodies the Harrow value of courage, honour, humility and fellowship and upholds and promotes these at all times in their interactions with students, colleagues, parents and the wider community.	
<ol style="list-style-type: none"><li>1. Passion for teaching</li><li>2. Commitment to educating the whole child and their wellbeing</li><li>3. Professionalism and respect for all</li><li>4. Positive and solution-focused</li><li>5. Energetic and enthusiastic</li><li>6. Innovative and creative</li><li>7. Kind and caring</li></ol>	
<b>The role:</b>	
<b>Subject and Curriculum Knowledge</b>	
<ol style="list-style-type: none"><li>1. demonstrate a critical understanding of recent developments in <b>pedagogy</b> and <b>best practice</b> in all areas of Primary education</li><li>2. promote the value of <b>high performance</b> and model this through a proactive approach to continued professional development</li><li>3. model and take responsibility for, promoting high standards of <b>communication</b></li><li>4. demonstrate a clear understanding of the development of reading, writing and maths in a Primary setting</li></ol>	
<b>Planning Learning</b>	
<ol style="list-style-type: none"><li>1. Plan and create <b>exciting and engaging learning opportunities</b> in all areas of the curriculum - accounting for those who need <b>support</b> or <b>challenge</b> by making sure that lessons are tailored to the needs of all pupils</li><li>2. Identifying explicit opportunities within the school day for the use of and engagement with <b>thinking skills</b> and <b>learning behaviours</b></li></ol>	

*Harrow International School Bangkok is committed to the safety and protection of children.  
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*

3. Work as **part of a team** to ensure that planning and resourcing of lessons is rigorous and challenges all pupils at all attainment levels
4. Select and make good use of **ICT** and other learning resources which optimise learning

### Teaching and Classroom Management

1. Establish and maintain a **purposeful** and **positive** learning atmosphere, with high expectations of all
2. Model good **social skills** to children, active listening, turn taking, compromise and conflict resolution.
3. Promote a **love of learning** and children's **intellectual curiosity**
4. Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

### Assessment, Reporting and Accountability

1. Perform effective and purposeful **formative assessments** and record regularly on school tracking systems
2. Regularly **reflect** on and **critically evaluate** your own teaching and the effectiveness of lessons and approaches to teaching
3. Maintain well **organised** and **accurate** assessments of pupil progress
4. Effective written and verbal reporting to parents
5. Be accountable for students' attainment, progress and outcomes

### Fulfil Wider Professional Responsibilities

1. Make a positive contribution to the wider life and ethos of the School including contributing to Leadership in Action Activities and residential opportunities
2. Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
3. Be responsible for the management of teaching assistants.
4. Participate in administrative and organisational tasks related to the responsibilities described above.
5. Foster close relationships with parents/carers and the wider community. Assist them to support their child's learning at home and communicate effectively with parents with regard to students' achievements and well-being
6. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
7. Take responsibility for improving teaching through professional development and responding to advice & feedback from colleagues and taking part in school professional development reviews and appraisals

### Personal and Professional Conduct

1. Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
2. Have regard for the need to safeguard students' well-being, in accordance with School policy and School safeguarding code of conduct
3. Show tolerance of and respect for the rights of others
4. Support and encourage fundamental values such as democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
5. Have proper and professional regard for the ethos, policies and practices of the School and maintain high standards in their own attendance and punctuality and present a positive image of the school to all other stakeholders

#### Other Responsibilities

1. Follow all agreed School Policy and procedures as shared and in the Staff Handbooks
2. For teachers allocated to a Form Teacher cover role, there will be an expectation to take on different school-wide responsibilities. These alternative responsibilities will include liaising with parents, school admin and academic teams to prepare and oversee events and activities (eg. Open Days, Productions, Fairs).
3. Undertake other reasonable duties as requested by the Year Group Leader, Subject Leader or members of the Senior Leadership Team and any duties that the HeadMaster deems necessary for the effective operation of the School

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.