

Job Description

Primary ICT Teacher

School:	Primary
Allowance Group:	N/A
Teaching Allocation:	80% of contact periods
Reports to:	Leader of Learning, ICT

Role and Position in the Organisation

The ICT Teacher is responsible for the educational progress and development within ICT for a selection of classes across the Primary School in accordance with the school's Guiding Statements (mission, vision and values), curriculum programmes and in line with the school's policies.

Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1 - Teaching and Learning – The Primary ICT Teacher will:

- proactively seek to develop independent assessment-capable learners;
- put into practice the school's Learning and Teaching Policy and other Curriculum Policies;
- adhere to the school's Professional Standards for Learning and Teaching;
- be accountable for the academic, social and emotional well-being of the students in his/her care;
- employ a wide variety of learning and teaching strategies including the use of new technologies to make learning both effective and enjoyable;
- differentiate or appropriately scaffold learning activities to ensure all children progress in their learning, including those receiving English as an Additional Language (EAL), Learning Support (LS) and those who are on the Extended Learning Programme;
- maintain student records as required by the school;
- prepare written reports;
- attend educational visits residential and day trips;
- collaborate with learning support and EAL teachers in the planning and delivery and review of Individual Learning Plans (ILP) for particular students.

Strategic Area 2 - Professional – The Primary ICT Teacher will:

- keep abreast of current educational thinking and ideas for curriculum development;
- commit to an ongoing programme of Continued Professional Learning (CPL), both formally and informally;
- actively participate in the school's Performance Management;
- act as an ambassador for the school by demonstrating the highest professional standards;
- contribute fully to school life through the Extra Curricular Activities (ECA) programme and through Primary and whole school events. Teachers are required to deliver 3 blocks of ECA each year and attend occasional weekend events as required;
- attend all compulsory Continuing Professional Learnings (CPL) sessions linked to student safeguarding, First Aid, English as an Additional Language (EAL) and Learning Support (LS).
- assist with or lead CPL opportunities for members of the Primary and/ or Secondary staff.

Strategic Area 3 - Culture and Communication – The Primary ICT Teacher will:

- ensure excellent lines of communication with all staff, parents and students;
- use email in accordance with the school's Acceptable Use Policy;
- liaise with the Class teacher, Leader of Learning and Welfare and Primary Counsellor if concerns arise related to a student's well-being and safety;
- use and contribute to the school's established systems of communication – the Patana Web Site, the Patana News, Year Group Newsletters, Class Blogs, email; 3-Way Conferences;
- participate fully in the life of the Primary School;
- ensure exemplary standards of behaviour and personal responsibility.

Goal II: We focus on continually improving learning

Strategic Area 1 - Policy and Planning – The Primary ICT teacher will:

- work in line with the school's Guiding Statements, policies and curriculum programmes;
- take an active role in departmental planning;
- ensure that planning is differentiated to meet the needs of the class;
- assess and monitor standards of attainment within the class;
- ensure that planning and student records are easily accessed by monitoring staff and supply teachers;
- contribute to whole school review and from time to time to volunteer to serve on a new initiative or review committee;
- provide cover for absence or other urgent eventualities, when the need arises;



- understand and adhere to the Student Safeguarding Policy, Code of Conduct and methods of reporting a concern.

Strategic Area 2 - Finance and Resources – The Primary ICT Teacher will:

- help ensure that all resources are appropriately stored, maintained and deployed;
- contribute ideas to the Department resourcing and budget planning.

Strategic Area 3 - Admissions - The Primary ICT Teacher will:

- ensure new students transfer smoothly into the class and positive relationships are developed with the parents.

Strategic Area 4 - Health and Safety - The Primary ICT Teacher will:

- keep a watching brief on health and safety matters and to be proactive in reporting to the Leader of Learning, ICT any perceived risks;
- be aware of and follow the student protection and safeguarding procedures;
- safeguard students against all foreseen risks.

Strategic Area 5 - Facilities – The Primary ICT Teacher will:

- use all facilities appropriately and to report to the Leader of Learning, ICT any maintenance issues.

These duties will be developed into short and longer-term targets/objectives in consultation with the post-holder.



Bangkok Patana School
The British International School in Thailand
Established 1957

Bangkok Patana School

Mission

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

Vision

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.

Values

Well-being

We are

Protected, safe and secure
Motivated and engaged
Responsible and honest
Kind and compassionate
Balanced and fulfilled

Learning

We are

Rigorous
Inquisitive and creative
Collaborative and
confident communicators
Critical, reflective thinkers
Passionate, resourceful
and resilient

Global Citizenship

We are

Committed to integrity
Active volunteers
Diverse and inclusive
Ethical and informed
Empowered by our
interculturalism
Inspired to improve global
sustainability
Respectful contributors to digital
and local communities

Student safeguarding

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.

Apply Online at <https://www.patana.ac.th/recruitment-form/>