

**Si Ri Panya**  
**Class Teacher Job Description**

**Job Title:** Class Teacher

**Responsible to:** Director and the Headteacher

To carry out the professional duties of a teacher as circumstances may require and in accordance with Si Ri Panya policies under the direction of the Director and Headteacher.

**Key Responsibilities**

**Teaching**

- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour policy.
- Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks.
- Demonstrate high quality teaching skills which support improvements in student learning.
- Maintain and regularly update appropriate and vibrant displays inside the classroom.

**Assessment & Reports**

- Mark all work according to the Marking Policy and set next step targets.
- Assess pupils learning and progress on an ongoing basis and use assessment to inform planning.
- Communicate with management if assessment data indicates a student may need extra support.
- Prepare for and attend termly parents' evenings along with pupil progress reports.

**Pastoral**

- Provide guidance and advice to pupils on educational and social matters.
- Develop constructive relationships with pupils which engender positive attitudes to learning.
- Promote a positive, confident and happy international community.

**Extra-Curricular**

- Plan, organise and run at least one after school activity as part of the extra-curricular programme that operates.
- Assist and/or organise sporting activities, school plays and school trips.

**General**

- To attend staff meetings, parents' evenings, school trips, as may be reasonably requested by the Director or Headteacher.
- To be responsible for a reasonable number of playground, lunch and other supervision duties as may be required.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Be proactive and take responsibility for matters relating to health and safety.

**Person Specification**

**Qualifications**

- Educated to degree level.
- Qualified teacher status either in the UK or in own country.

**Experience**

- Will have had some experience of teaching in a recognised educational institution.

**Professional Knowledge and Understanding**

- Must have a sound knowledge of the National Curriculum.
- Understanding of and commitment to the school policies, in particular: the Si Ri Panya Behaviour Policy.
- Knowledge of effective strategies to include, and meet the needs of, all pupils.

**Professional Skills and Abilities**

- A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching.
- Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks.
- Must be able to keep records of pupil progress in line with school policy.
- Must be able to use assessments of pupils learning to inform future planning.
- Ability to plan and work collaboratively with colleagues.

**Personal Qualities**

- Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children.
- A teacher with a flexible approach to work who enjoys being a good team member.
- Must have good communication skills both orally and in writing.
- Must be able to manage own work load effectively.
- Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.
- Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.
- Positive attitude and interest in international education.