



Position Title	Head of English (Secondary)	
Function/Department	Secondary School	Location: Sukhumvit 107
Report To	Head of Secondary School	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

To be responsible for and to develop the quality of teaching, curriculum, assessment and progress outcomes of English in the Secondary school.

Responsibilities

The job holder's responsibility is to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and 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 Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.

- To be accountable for the progress and attainment of secondary students in English
- Conduct regular curriculum review to ensure the curriculum is fit for purpose, engaging and allows all students to succeed
- Monitor and evaluate the quality of teaching and learning within the department
- Ensure assessment data is recorded in line with school policy and use data to inform planning and to improve student outcomes
- Work with the Head of Inclusion to ensure the 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.
- Assist in the interviewing and orientation of new members of department. Support new teachers during probationary period and ensure that they are meeting teaching standards.
- Support the admissions process when required 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 ensure 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.
- Attend admissions and parent events as needed and attend department head and other administrative meetings.
- 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
- Experience of teaching IGCSE or GCSE English Language and Literature and IB English Literature and/or English Language and Literature essential
- 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.