

Job Description: Teacher (Senior School)

Wellington College Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

This Job Description should be read and understood in conjunction with the WCIB Teacher Standards, the Staff Handbook and the teacher's contract.

1. Overview

- 1.1. This role requires outstanding planning and delivery of the relevant subject curriculum to classes and groups as decided by the Head of the Senior School.
- 1.2. Teachers are line-managed overseen by the Head of Department or Faculty, who coordinates ongoing staff training as well as record-keeping, planning and broad curricular approaches.

2. Responsibilities

- 2.1 Planning, preparing and maintaining schemes of work and lessons, in collaboration with other staff as appropriate and in accordance with the School's Curriculum Policy
- 2.2 Teaching the students in assigned classes and groups and setting and marking their work, including internally-assessed tests or examinations. A typical teaching load is 22 lessons per week before consideration.
- 2.3 Assessing, recording and reporting on the progress, development, motivation and attainment of students using the School's systems appropriately
- 2.4 Promoting and supporting the progress and wellbeing of individual students and of classes or groups of students that are assigned to you
- 2.5 Being a House Tutor and contributing actively and conscientiously to the House Tutoring programme.
- 2.6 Communicating, and developing a strong working relationship, with other Teachers and parents of all assigned students and meeting them whenever required or necessary
- 2.7 Attending and participating in meetings relating to any of the roles and responsibilities outlined in this Job Description
- 2.8 Taking students out of school on School trips including, as required, residentials
- 2.9 Actively contributing and taking part in the School's programme of co-curricular, House and other activities
- 2.10 Accepting that there are periods in the school year (eg Report-Writing time) when a Teacher's workload increases without any necessary accompanying time in lieu or other accommodations

3. Professional Development

- 3.1 Playing a positive and constructive role in the School's Professional Development programme, including the Great Teaching Toolkit
- 3.2 Reviewing on a regular basis your teaching methods and related schemes of work

4. Child Protection, behaviour management and health and safety

- 4.1 Promoting and safeguarding the welfare of children and young people for whom you are responsible, and with whom you come into contact
- 4.2 Maintaining high standards of behaviour and safeguarding students' health and safety both on School premises and during School activities elsewhere

5. Administration

- 5.1 Registering student attendance and supervising before and after school, if required to do so

6. General

- 6.1 Actively supporting the Values, Identity and Ethos of the school
- 6.2 Any other reasonable duties as requested by the Head of Senior School or the Master.

Senior School PE Teacher

Job Description – in addition to Teacher Job Description

- 1. As agreed with the Director of Sport, plan, implement and deliver the school's programme of curriculum PE and Games.
- 2. As agreed with the Head of Sport, work with school teams and attend regular practices, fixtures against other schools, and tournaments, both home and away, during the week and, as necessary, at weekends.
- 3. Drive up the standards of Wellington sport through excellent teaching and coaching, encouraging sport for all, as well providing stretch and challenge for the most able.
- 4. Ensure that all activities, in or out of the classroom, comply with excellent practice in relation to Health and Safety.
- 5. Plan and deliver IGCSE and A-level PE programmes as required.
- 6. PE teachers typically teach 18 lessons a week (before further considerations).