

Job Description: Senior School Head of Department

Wellington College International School 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 WCIB Teacher Job Description, the WCIB Teacher Standards, the Staff Handbook and the teacher's contract.

1. Overview

- a. The Head of Department (HoD) or Head of Faculty (HoF) ensures that
 - i. All relevant curriculums are
 1. In place and correctly documented ('articulated')
 2. Implemented properly.
 - ii. Resources are managed efficiently and effectively.
 - iii. The quality of teaching and learning in the relevant subject areas is excellent.
- b. The HoD/F supports teachers to develop their own teaching and other professional skills.
- c. The HoD/F ensures that school policies, and decisions made in the Exeter Group, are properly communicated and implemented through the work of the relevant Department(s).
- d. A HoD/F is the lead teacher in the Department/Faculty, and is a role model in all aspects of their job.

2. Line Management

- a. HoD/Fs report to designated Line Managers on the Senior School SLT.

3. Duties and Responsibilities

- a. **Teaching and Learning**
 - i. Support the Department(s) to secure and maintain excellence in teaching and learning.
 - ii. Oversee, and lead the development and maintenance of, all relevant schemes of work, in collaboration with colleagues within the Department(s), across the Senior School, and in line with the requirements of IGCSE and A-level exams.
 - iii. Operate and oversee effective assessment practice, including standardisation and moderation processes, for all year groups.
 - iv. Analyse and evaluate examination and other student performance data and report results to the SS SLT.
- b. **Students**
 - i. Support staff as necessary in their work with individual students and parents, as well as groups and classes, with the goal of maximising success and positive engagement in the subject area(s).
 - ii. Oversee and monitor students' academic progress in the relevant subject area(s).
 - iii. Establish a common approach to homework in the Department(s) which aligns with school policy and procedure.



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c. Staff

- i. Support all members of the Department/Faculty to achieve their best work by communicating clearly, listening sympathetically at all times, and removing unnecessary complexity.
- ii. Implement the Induction and Probation of new teachers in the Department/Faculty, according to the school's Induction and Probation procedures.
- iii. Identify staffing needs and advise SS SLT on the recruitment of new staff.
- iv. Ensure quality control in the Department(s)

d. Management and Administration

- i. Chair Department meetings, providing agendas and minutes that are accessible to all relevant staff and SLT.
- ii. Represent the Department(s) at Exeter Group and other meetings as necessary; present outcomes of those meetings to the Department/ Faculty in a timely manner.
- iii. Liaise with Head of IGCSE, Head of Sixth Form and the Examinations Officer regarding examination entries and related matters.
- iv. Liaise with the member of staff responsible for timetabling to ensure optimal deployment of staff.
- v. Manage Department budgets and resources, including maintenance of inventories as necessary.
- vi. Establish priorities and goals for the Department(s) that integrate with and support the School Development Plan (SDP).
- vii. Contribute, and coordinate contributions, to School publications including the Yearbook, various handbooks and the website; ensure that up-to-date information about curriculum is always readily available to parents.
- viii. Ensure that materials, including displays, which represent the subject area(s) do so in a highly effective, professional way, and always exemplify the high quality of the Department(s).
- ix. Assist with the management of cover work for relevant absent colleagues.
- x. Liaise and collaborate with other HoD/Fs as appropriate.
- xi. Represent, or organise representation of, the Department(s) as necessary at school events such as Open Days.

Job Description: Teacher (Senior School)

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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



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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.