

Job Description

Primary Class Teacher

School:	Primary
Allowance Group:	N/A
Teaching Allocation:	80% of contact periods
Reports to:	Jointly to the Leader of Learning and Welfare and Leader of Learning and Curriculum

Role and Position in the Organisation

The class teacher is responsible for the educational care and development of a class of students 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 - Learning and Teaching – The Primary Class 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 a class of students;
- 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 reports for parents each year;
- collaborate with learning support and EAL teachers in the planning, delivery and review of ILP for particular students.

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

- keep abreast of current educational thinking and ideas for curriculum development including developing assessment-capable learners;
- commit to an ongoing programme of Continued Professional Learning (CPL), both formally and informally;
- actively participate in the school's Performance Management;
- when required act as a PM Reviewer for Teaching Assistants;
- act as an ambassador for the school by demonstrating the highest professional standards;
- contribute fully to school life through the 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).

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

- ensure that excellent lines of communication exist with all staff, parents and students;
- use email in accordance with the school's Acceptable Use Policy;
- liaise with the Leader of Learning and Welfare and Primary Counsellor if concerns arise related to student well-being and safety;
- communicate on a regular basis to students, parents and staff issues related to student safeguarding in order to promote a safe environment for all students;
- use and contribute to the school's established systems of communication – the Patana Website, the Patana News, Year Group Newsletters, Class Blogs, email, 3-Way Conferences;
- participate fully in the life of the Year group and the Primary School;
- ensure exemplary standards of behaviour and personal responsibility.

Goal II: We align our structures, policies and practices to support learning

Strategic Area 1 - Policy and Planning – The Primary Class Teacher will:

- work in line with the school's Guiding Statements, policies and curriculum programmes;
- take an active role in Year group 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 reviews and from time to time to volunteer to serve on a new initiative or review committees;
- 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 Class Teacher will:

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

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

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

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

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

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

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

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

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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.