



Job Description Secondary School Teacher of EAL

Reporting to	Head of Department
Other key relationships	Faculty Leader Other subject teachers

Purpose

The Bangkok Prep teacher aspires to teach in a manner and at a level which is in accordance with the school's published 'Teaching and Learning Policy'. Through high-quality teaching and learning, with a deep understanding of students' individual learning needs, the Bangkok Prep teacher strives to ensure that the school's curriculum lays firm foundations for academic and future success, personal fulfillment and lasting happiness in every one of our students.

Responsibilities

The teacher is responsible to the Head of Secondary for:

- representing areas of knowledge, understanding and skills, in all their richness, to the students taught;
- inculcating by precept and example the highest regard for truth, justice, equality of opportunity, human rights, benevolence and compassion;
- engaging and motivating students to achieve at a level that is as high as they can possibly achieve;
- using excellent subject knowledge, pedagogic and interpersonal skills to enthuse students and enable students to enjoy learning;
- making full use of classroom technologies to enhance the quality of teaching and learning for students of all ages and attainment levels;
- planning lessons taking full account of students' individual learning needs, as well as their individual learning styles, preferences and capabilities;
- encouraging and enabling all students to become effective, confident and independent life-long learners;
- providing for students appropriate guidance, *in loco parentis*, on matters of importance and relevance to students;
- maintaining excellent professional relationships with colleagues by making a wider professional contribution to the continuing improvement of the school;
- maintaining excellent professional relationships with parents and carers by making a wider professional contribution to the community and continuing improvement of the school;
- planning and delivery of a programme of learning opportunities and activities to enrich and enhance the taught curriculum;
- cooperating with colleagues to establish and maintain fair and consistent behaviour management practices in the classroom, around the school and on school trips, and taking active measures to protect students from all forms of abuse, including racist or sexist abuse, bullying, and any kind of corporal punishment.

Person Specification

A Bangkok Prep teacher endeavours to show and develop

- the qualities and values detailed on the person specification
- the Bangkok Prep Life Values
- their practice in line with the Vision, Mission and Life Values of the school at all times work in line with the with the [CIS Code of Ethics](#) and [United Nations Convention on the Rights of the Child](#).

Main Tasks

In accordance with school's policies and under the direction of the Head of Secondary the teacher will:



TEACHING

- teach high-quality lessons which align with the school's understanding of high-quality teaching and learning;
- promote interculturalism, international mindedness, and global citizenship through their teaching;
- plan and prepare schemes of learning and complete all required planning documentation;
- teach with consistent effectiveness the students in their classes, taking full account of all students' individual educational needs;
- plan for the implementation, monitoring and evaluation of relevant learning technologies in accordance with school policies;
- ensure that, when planning lessons, the opportunity for the development, monitoring and assessment of ICT capability that is consistently matched to the learner's needs and ability is included;
- set and mark work to be carried out by the students in school, at home and elsewhere as appropriate;
- promote the intellectual, moral, cultural, physical and personal abilities and aptitudes of the students in their classes and provide guidance and advice to students on educational and relevant social and other matters;
- make records of and reports on the personal and social needs of students.

ASSESSMENT, RECORDING AND REPORTING

- assess, record and report on the development, progress and attainment of the students in their classes following school policy;
- provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students – including parent consultations.

PUBLIC EXAMINATIONS

- adhere to and implement all deadlines relating to entry of information for public examinations;
- participate in arrangements for preparing students for public examinations, and assessing students for the purposes of such examinations and recording and reporting such assessments;
- participating in arrangements for students' presentation for and supervision during such examinations.

DEVELOPING PROFESSIONAL CAPACITY

- actively engage in the review of their own professional performance and that of other teachers;
- actively engage in continued professional development.

FURTHER TRAINING AND DEVELOPMENT

- keep under review their methods of teaching and programmes of learning;
- engage with relevant communities of practice in order to remain up-to-date with current professional developments relevant to the subject group;
- regularly undertake a self audit and review in order to identify areas of practice, skills or knowledge to develop;
- participate in arrangements for their further training and professional development as a teacher.

CURRICULUM DEVELOPMENT

- advise and cooperate with the Head of Secondary and other colleagues on the preparation and development of courses of study, teaching materials, and teaching schemes, methods of teaching and assessment and pastoral arrangements;
- take responsibility for specific areas of the curriculum.

DISCIPLINE, HEALTH AND SAFETY

- maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

STAFF MEETINGS

- participate in meetings which relate to curriculum matters or the administration or organisation of the school, including pastoral elements.



COMMUNICATION

- communicate and consult with the parents of their students, or others who have a legitimate interest in the students in their classes;
- communicate and cooperate with persons or bodies outside the school as required by the Head of Secondary;
- participate honestly and professionally in meetings;
- contribute to school publications and official school social media to celebrate and promote our community.

MANAGEMENT AND ADMINISTRATION

- coordinate or manage the work of other staff where appropriate;
- participate in administration and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school;
- attend assemblies and other such collective school events, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions;
- take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

COVER RESPONSIBILITY

- supervise, and so far as is reasonable and practicable, teach any students whose teacher is not available to teach them.

ADMINISTRATION

- participate in administrative and organisational tasks related to the duties described above, including registering attendance of students;
- manage or supervise anyone providing support for their classes;
- order and monitor the use of resources;

GENERAL PROFESSIONAL DUTIES

- carry out particular professional duties as may reasonably be assigned by the Head of Secondary;
- contribute positively to the overall life of the school.

PASTORAL DUTIES

- act as a Form Tutor if required, and, in this capacity, be the key member of staff for the provision of pastoral support for each and every member of the tutor group, including such functions as:
 - monitoring of individual student's progress and well-being;
 - providing students with day-to-day support and guidance as necessary;
 - holding regular one-to-one discussions with members of the tutor group, including academic mentoring;
 - discussing students' needs and progress with the Year Leader and as needed the student support team, Assistant Head of Wellbeing or Head of Sixth Form and other key staff.
 - carrying out daily administration tasks;
- attend and support school events as an active member of the pastoral staff team.

EXTRA-CURRICULAR ACTIVITIES

- plan and deliver enrichment activities deriving from the taught curriculum and/or from other interests and needs of the students, under the direction of the Head of Secondary once a week for 1 hour.

REPRESENTING THE SCHOOL WITHIN THE COMMUNITY

A Bangkok Prep teacher will:

- establish, encourage and maintain strong curriculum links with local, regional and international organisations;
- consider leading community workshops as part of our commitment to community learning and to develop a greater understanding of our curriculum and work as a school;
- promote genuine student voice and student leadership in lessons and school activities;



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Bangkok International Preparatory & Secondary School

Est. 2003

- Seek and promote teaching/learning links with other schools;
- organise and lead Bangkok Prep entries in relevant competitions;
- contribute to and participate in assemblies;
- contribute to and participate in whole school events, residential and trips.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school.

This job description may be reviewed at the reasonable discretion of the Head of Secondary in the light of those changing requirements and in consultation with the post holder.

Teacher performance is formatively reviewed over the year as part of the school's Developing Professional Capacity process.

All staff members have an individual responsibility to safeguard and promote the health and safety and well-being of children and staff.

All staff at Bangkok Prep are expected to embody the Vision, Mission and Life Values of the school under the direction of SLT and ensure that they operate in line with the with the [CIS Code of Ethics](#) and [United Nations Convention on the Rights of the Child](#). [The Rights of the Child](#).