

THE REGENT'S SCHOOL – BANGKOK

Job Description for a Primary Teacher

Reporting to: Head of Primary, Deputy Head of Primary, Key Stage Coordinators

Responsible for: Class Teaching Assistant

Primary school teachers educate school children from Pre-Nursery to Year 6, by planning and conducting a full education programme to develop literacy, numeracy and the physical, emotional, intellectual and social growth of their students in accordance with School policies and procedures.

A Primary School teacher will perform the following tasks:

Teaching:

- Maintain effective classroom control, organisation and management.
- Plan engaging lessons suitable for the range of students within each class according to the agreed curriculum.
- Teach the full range of learning areas – including English (Reading, Writing, Speaking and Listening, Spelling, Grammar and Punctuation), Maths, Science, Computing, Art, D&T, Music, History, Geography, RE, ICT, PSHE and Physical Education.
- Plan effectively for additional adults in the classroom and supervise their roles.
- Liaise effectively with specialist teachers and work together to support children's learning.
- Establish and maintain good working habits and discipline in classrooms, in accordance with School policies.
- Maintain and regularly update appropriate and vibrant displays both inside and outside the classroom in line with the Display Policy.
- Assist in promoting the school's English Learning Environment (ELE) initiative.
- Set appropriate homework according to the School's homework policy

Pastoral:

- Provide guidance and advice to students on educational and social matters.
- Take necessary steps to ensure the safety, welfare and progress of students, in relation to the School's Health and Safety policy.
- Provide support for the social and pastoral needs of the students.
- Maintain good record keeping of pastoral issues in the class.

Assessment:

- Mark all work according to the Marking Policy.
- Assess students' learning and progress on an ongoing basis following school protocols.
- Use assessment to inform planning.
- Set and mark summative assessment in accordance to school guidelines.
- Differentiate lessons so that all students are learning at a suitable level.
- Keep assessment files up to date ensuring examples of students' work are filed

every term, in accordance with guidelines.

- Communicate with the Learning Support teacher if assessment data indicates a student may need extra support.

Reporting:

- Write reports on student attainment, effort and progress at times identified in the Reporting Policy
- Discuss students' progress and concerns with parents and administrators.
- Prepare for and attend parent /teacher consultations.
- Ensure that student records of attainment, effort and progress are updated termly, to ensure efficient and effective tracking of student's development.

Extra Curricular:

- Plan, organise and run at least one after school activity as part of the co-curricular programme that operates.
- Assist and /or organise sporting activities, school concerts and excursions, including those outside of the teaching day.
- Carry out boarding or other duties as per the staff handbook.

IT:

- Use the School assigned email address for communicating on all school matters
- Use computers to assist in lesson preparation, teaching and reporting.
- Ensure that the code of conduct is followed on all matters relating to IT and communication.

General:

- Work in line with all school policies and follow school protocols
- Hold the health, safety and well-being of our children in mind and be very vigilant with in implementing all Health and Safety and Child Protection related policies.
- Meet the Teacher Standards.
- Participate in the School's Professional Development programme which includes Performance Management.
- Work in teams when required and support colleagues.
- Maintain, at all times, a high standard of personal conduct.
- Maintain the dress code as outlined in the OSHHB.
- Carry out all administrative duties as assigned by the Phase Leader, Deputy Head or Headteacher. Cover lessons for absent staff as required by the Deputy Head or Headteacher.
- Work in conjunction with other departments in the school including Secondary, marketing, finance and admissions
- Supervise students during classes and at other times in the school day, including the playgrounds and the Dining Room during breaks.
- Attend School functions as required.
- Attend staff meetings and other training and development sessions.
- Contribute in joint decision-making concerning educational issues.
- Ensure Home-School books are filled in and checked each day.
- Communicate regularly, clearly and positively with parents about their child's progress and learning on a regular basis in writing, in person and via electronic communication.