

Glenalmond Phuket International School Thailand

Inspire. Innovate. Impact.



Glenalmond Phuket
International School

Roles and Responsibilities

Teacher

At Glenalmond Phuket International School we inspire students to become adaptable, ethical, and globally minded innovators. Through a future-focused education that integrates academics, sports, the arts, and digital learning, we nurture well-rounded, compassionate learners ready to contribute to an ever-changing world.

At Glenalmond Phuket we *Inspire*, we *Innovate* and we *Impact*.

The academic staff at Glenalmond Phuket are vital in realising the Mission of the school.

General Responsibilities

A Teacher reports directly to the Head of Primary and Early Years or Head of Secondary. Specialist teachers who teach across different areas of the school report to the Head of Primary and Early Years, Head of Secondary for the learning and teaching in each specific area of the school.

The duties of a Teacher at Glenalmond Phuket are as follows:

Key responsibilities

Learning and Teaching

- Establish fair, respectful, trusting, supportive and constructive relationships with students.
- Have high expectations of students, including a commitment to ensuring that they can achieve their full educational potential.
- Plan for progression of all students, designing effective learning sequences within lessons and across series of lessons, which demonstrate secure knowledge and/or acquisition of desired skills.
- Manage student behaviour and discipline in both the classroom and around the school as necessary.
- Serve in a pastoral role as a Homeroom teacher as required.
- Maintain the administration of assessment, recording and reporting (ARR) data and information to monitor student progress and to be able to provide regular feedback with constructive advice as to how students can improve their performance.
- Maintain up-to-date knowledge of educational trends in the subject(s) and/or areas of expertise.
- Submit information for reports as set out in the Assessment, Recording and Reporting (ARR) Policy.
- Attend parent meetings and events as instructed by the Head of School.
- Follow the Performance Management process proactively, seeking opportunities to address agreed areas for development.
- Have a commitment to collaboration and co-operative working and be willing to share good practice, ideas and latest research.
- Be aware of the policies and procedures of the school and share in collective responsibility for their implementation.
- Teach allocated classes and subjects as per lesson plans, agreed unit plans and schemes of work to help maximise the learning opportunities for the students.
- Show a willingness to contribute to the preparation and development of unit planning, schemes of work, teaching materials, teaching programmes, handbooks and assessments as required.
- Be familiar with the assessment arrangements for the subjects being taught, including those relating to external examinations such as IGCSE and AS/A Level (as appropriate).
- In liaison with the Deputy Head and/or Head of Primary and Early Years and/or the Head of Secondary ensure the effective delivery of the PSHE programme as required.

- Provide, monitor and assess sufficient meaningful homework, which includes following any applicable student homework timetable, as set out in the Assessment, Recording and Reporting (ARR) Policy or any supporting documentation thereof.
- Adhere to the Behaviour, Rewards and Sanctions Policy so as to maintain consistency with monitoring student behaviour and supporting students with modifying unsatisfactory behaviour.
- Be involved in, and supportive of, the activities of the allocated House.
- Contribute to assemblies and school events as required.

Student Support

- Show active and appropriate support for relevant rewards system.
- Communicate to appropriate staff any relevant information concerning individual students' welfare and progress.
- Promote positive behaviour management strategies.
- Liaise with internal and external agencies when appropriate (such as Counsellors, Educational Psychologists etc.).
- Contact and liaise with parents as appropriate.
- Contribute to the development of Educational Adjustment Plans (EAPs) as required, then consult and follow recommendations of EAPs as necessary.

Professional Development

- Be committed to personal continuous professional development.

Marketing and Admissions

- To support the marketing team to promote Glenalmond Phuket wherever possible.
- Help to raise and promote the profile of Glenalmond Phuket.
- Contribute to internal and external publications as appropriate (such as Newsletter, website, newspaper articles, blogs etc.).

Any other duties as instructed by the Deputy Head, Head of Primary and Early Years or Head of Secondary.

All full-time teachers at Glenalmond Phuket have a maximum contact time of 30 out of 40 of the scheduled 45/40 minute periods each week, plus the provision of at least one After School Activity per week and attendance at any assemblies or staff meetings.

All full-time teachers at Glenalmond Phuket can also be expected to undertake pastoral roles, such as being a Homeroom teacher and undertaking duties.

Safeguarding statement

- Our school is committed to safeguarding and promoting the welfare of children and young people and has developed and adopted written guidelines (*Code of Ethics* and *Academic Staff Code of Conduct*) for appropriate and inappropriate behaviour of adults towards children.
- We expect all staff, volunteers, and other third parties to share this commitment and to affirm that they have read, understood, and will abide by these.
- At our school, we use safer recruitment practice and pre-employment background checks to maintain the highest standards of safeguarding and child safety.
- Our school's practices reflect and are aligned with the written expectations of the International Taskforce on Child Protection.

Teacher

Start date - 1st August 2026

End date - 31st July 2027

Review date - 1st March 2027

Glenalmond Phuket International School, November 2025