



Job Description Form

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

“Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.”

Position Title	Primary Teacher	Date: 1 st August 2018
Function/Department	Primary	Location: Dusit, Bangkok
Manager Name & Title	Caroline Ratcliffe, Head of School	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

To provide quality teaching and learning according to the school's teaching and learning policy, for Primary students. We are looking for Primary Teacher (Year 1) at Dusit Campus

St. Andrews International School is part of Cognita, a world leading international schools group, currently encompassing sixty-four schools across three continents. Today, you will find Cognita schools in Brazil, Chile, Singapore, Spain, Thailand, the UK, Vietnam and Hongkong. The group employs some 4,000 teaching and support staff in the care and education of around 30,000 pupils from the age of 1 to 18 years. St. Andrews International Schools in Thailand offer a British International Education based on a mixture of the National Curriculum for England and the IBO programs at four campuses. Sathorn, Dusit and Sukhumvit 107 are located in Bangkok and Green Valley on the outskirts of Pattaya. The St. Andrews philosophy encompasses the whole child. Each of the four campuses is small and exclusive by design.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.



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- To employ appropriate teaching methods to facilitate learning in accordance with the age, stage, aptitude and ability of the children in your care. To keep up-to-date with current educational practices and theory
- To be aware of the needs of children in your class and to plan appropriate tasks to maintain a close match between the work offered and the needs to the child. To be involved in planning meetings as required and submit planning to Heads of Phase in the required format and within the desired time frame
- To be involved with the supervision and instruction of support staff as required
- To implement the school's assessment and reporting procedures
- To fulfill break time and lunchtime duties in accordance with the duty rota and duty procedures set out
- To work as a member of a team, providing information and assistance with the long, medium, and short term planning that is necessary to maintain high standards, differentiation, and continuity throughout the school

Position Requirements

- Highly committed to the vision of the department
- Proactive and the ability to 'think on your feet' is essential
- Flexible, in terms of working out of hours or extra hours for events after school/weekends
- Friendly and able to fit into a team
- Ability to motivate students and work with them to get the best from them
- ICT efficient, particularly concerning excel, the internet, video cameras and digital cameras

Qualifications

- Experience – a minimum of 2-3 years working in this/similar position and preferably in an international school environment, UK curriculum
- Qualified to work with/teach students
- Education and licensing – list the minimum education, certification and/or licensing needed to be successful in this position

Contacts

- Primary Teachers, Management, Admin
- Students, Parents

Working Conditions

- Working day; Monday - Friday 7:30am – 4.00pm
- Overtime: when school events exceed the working day such as during inter-school sports events, weekends, or events deemed compulsory to attend by the head of School

Terms of Employment

- For school based roles and roles that are likely to come into contact with children, inclusion of the following statement is compulsory:
- Benefits (Medical Insurance, PA Insurance, Flight allowances), pre-requisites (pre-employment medical, background checks.)