



VAREE CHIANGMAI

INTERNATIONAL SCHOOL

59/8 Moo 6 Mahidol Rd, Nonghoi, Muang, Chiang Mai 50000

JOB DESCRIPTION

SECONDARY SUBJECT SPECIALIST TEACHER

The Subject Specialist Teacher is responsible to both the Head of Primary and the Director of the School, working in accordance with their policies. Relating well to colleagues, parents and pupils in every aspect of school life, you will help to ensure the academic, spiritual, social and emotional development of the pupils by creating a vibrant, stimulating and meaningful classroom environment. You will possess excellent communication and interpersonal skills, and up-to-date knowledge of current educational thinking and practice in addition to an impressive mixture of professionalism, energy, enthusiasm and good humour.

It is anticipated that candidates will have experience of teaching all subjects and be familiar with the requirements of the the UK Secondary Curriculum. In addition, they should be familiar with the requirements of assessment and tracking schemes, e.g. Cambridge Checkpoint, Cambridge and Edexcel IGCSE and A-level and the Salford Reading Test.

Job Purpose

- To carry out the professional duties of a teacher as circumstances may require and in accordance with VCIS's policies under the direction of the Head of Secondary.
- To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.
- To be a member of the Subject Team and under the direction of the Coordinator/Head of Secondary, contribute to the high standards of teaching and learning and the raising of standards of achievement.
- To make a significant contribution to the direction of VCIS, where inspirational learning for all is the core value.

Safeguarding

- To uphold VCIS's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Responsibilities and Tasks

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Planning, Teaching and Class Management

Teach allocated students and classes by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge students and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Be aware of and make provision for students who are SEND, very able, Second Language Learners or who have other particular individual needs
- Providing clear structures for lessons, maintaining pace, motivation and challenge
- Making effective use of assessment and ensure coverage of programmes of study
- Ensuring effective teaching and best use of available time
- Maintaining discipline in accordance with VCIS's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with VCIS's behaviour policy
- Using a variety of teaching methods to:
 - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - Use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - Select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Liaise with the Coordinator/Head of Secondary to ensure the implementation of department policy and best practice.

Monitoring, Assessment, Recording, Reporting

Plan teaching based upon thorough monitoring and rigorous assessment through:

- Assessing how well learning objectives have been achieved and using them to improve specific aspects of teaching
- Marking and monitoring students' work and setting targets for progress
- Assessing and recording students' progress systematically and keeping records to check work is understood and completed, monitoring strengths and weaknesses, to inform planning and assess the level at which the students are achieving
- Undertaking assessment of students as requested by examination bodies, departmental and VCIS procedures

- Preparing and presenting informative reports to parents
- Undertaking assessment of students and participating in VCIS's system reporting to parents

Pastoral Duties

- If required, be a Homeroom Teacher to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Homeroom Teacher group as a whole.
- Liaise with the Pastoral team to ensure the implementation of VCIS's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of VCIS life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students.

Other Professional Requirements

- Operate at all times within the stated policies and practices of VCIS.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of VCIS, department and students.
- Contribute to the professional life of VCIS through effective participation in meetings and management systems necessary to coordinate the management of VCIS.
- Take part in marketing and liaison activities such as Open Evenings and Parents Evenings.
- Take responsibility for own professional development and duties in relation to VCIS's policies and practices.
- Liaise effectively with parents.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Lead or help to lead extra-curricular activities, including sports teams after school

General

All VCIS staff are expected to:

- Work towards and support VCIS's vision and the objectives.
- Support and contribute to VCIS's responsibility for safeguarding students.
- Work within VCIS's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to academy policies, procedures and core values as set out in the documentation available to all staff.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of VCIS in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning across VCIS and the pastoral care of the pupils in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Director or the incumbent of the post.