



Job Description

Secondary Senior Teacher, Curriculum and Assessment

School:	Secondary
Allowance group:	D
Teaching Allocation:	15-20% of contact periods
Reports to:	Secondary Assistant Principal, Curriculum and Assessment
Direct Reports:	3-5 Secondary Academic Post Holders as allocated

Role and Position in the Organisation

The purpose of the Senior Teacher, Curriculum and Assessment is to:

- in conjunction with the Secondary Assistant Principal, Curriculum and Assessment, provide professional leadership and management of the Key Stage 3 academic curriculum
- in conjunction with the Secondary Assistant Principal, Curriculum and Assessment support student progress in Key Stages 3 and 4 in order to secure improved standards of learning and achievement in accordance with the school's Guiding Statements (mission, vision and values);
- provide leadership and management to promote exceptional practice through the Secondary School, with a focus on developing staff, working in conjunction with the Learning and Teaching Advisor(s);
- lead the development of the assessment and student tracking throughout the Secondary School;
- in conjunction with the Secondary Leadership Team (SecLT) lead or assist with Secondary School Development Plan priorities;
- lead a number of academic post holders;
- to deputise for the Secondary Assistant Principal, Curriculum and Assessment.

The Senior Teacher, Curriculum and Assessment, reports to the Secondary Assistant Principal, Curriculum and Assessment and is a member of the Secondary Leadership Team (SecLT).

The Senior Teacher, Curriculum and Assessment, is a member of the **Head of Faculty group** and when necessary will join the **Heads of Year group** for specific projects.



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Key Relationships

Secondary Principal

Secondary Assistant Principal, Curriculum and Assessment

Secondary Senior Teacher, Student Welfare and Safeguarding Lead

Heads of Faculty/ Key Stage Curriculum Leaders and Subject Curriculum Leaders

Teachers, Students and Parents

Learning and Teaching Advisors

Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1 - Learning and Teaching - the Senior Teacher, Curriculum and Assessment will:

- ensure effective academic monitoring of students at Key Stages 3 and 4 as they progress through the school and in particular in assessing the academic impact of the courses being delivered;
- assist the Assistant Principal, Curriculum and Assessment and SecLT in the process of monitoring the standards and consistency of learning and teaching across the Secondary School;
- the pedagogical and organisational leadership, development and management of curriculum programmes;
- identify and lead current pedagogical practice which has a high impact on student learning;
- ensure effective academic monitoring of Key Stage 3 and 4 students as they progress through each key stage;
- work with teams to secure the highest level of achievement for each individual student;
- lead and promote exceptional learning and practice through the Secondary School, with a focus on developing staff and in line with the key learning and teaching aspects of the Secondary Development Plan;
- in consultation with members of SecLT, monitor, evaluate and review classroom practice and promote improvement strategies, aiming for outstanding standards of learning and teaching at all times through the exacting implementation of Performance Management and other strategies;
- continue the development of the school's use of data, including CEM and termly data, to track student progress;



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- lead KS3 Connected Learning projects, in collaboration with the Senior Teacher, Welfare;
- undertake a teaching role (approximately 15-20% of a full teaching load).

Strategic Area 2 – Professional - the Senior Teacher, Curriculum and Assessment will:

- demonstrate the highest standards of professional behaviour and act as an ambassador for Bangkok Patana School both within the school and amongst the wider community;
- organise and contribute to CPL opportunities in liaison with the Secondary Assistant Principal, Curriculum and Assessment and the Cross Campus Assistant Principal, Continued Professional Learning;
- act as a reviewer to the designated academic post holders as part of the school's Performance Management system;
- proactively manage their own personal professional learning whilst working with the Secondary Principal to ensure the well-being of and a good work/life balance for all personnel;
- attend all compulsory Continuing Professional Learnings (CPL) sessions linked to student safeguarding, First Aid, English as an Additional Language (EAL) and Learning Support (LS).

Strategic Area 3 – Culture and Communication – the Senior Teacher, Curriculum and Assessment will:

- actively participate in Secondary School Leadership meetings, keeping all members of the leadership team informed about areas related to Key Stage 3 or other areas of the Curriculum;
- join the Academic Leadership team (ALT) at specific times in order to present issues related to aspects of the curriculum;
- communicate effectively with students, parents and the wider community regarding all aspects of student learning and curriculum;
- present to parents and other groups issues related to Key Stage 3 Curriculum;
- nurture and build on the home-school partnership;
- liaise closely with the Primary Senior Teacher, Leading Student Progress, to ensure vertical articulation with Key Stage 2 with regards to assessment and transition of students to Secondary;



- liaise closely with the Senior Teacher, Student Welfare, over any curriculum issues and projects;
- ensure exemplary standards of behaviour and personal responsibility;
- contribute articles related to curriculum and assessment issues to the Patana newsletter, Term magazines, Yearbook and other publications.

Goal II: We align our structures, policies and practices to support learning

Strategic Area 1- Policy and Planning – the Senior Teacher, Curriculum and Assessment will:

- play a leading role in Secondary School development planning;
- understand and adhere to the student safeguarding policy, code of conduct and methods of reporting a concern.

Strategic Area 2- Finance and Resources - the Senior Teacher, Curriculum and Assessment will:

- liaise with the specific Heads of Faculty allocated to ensure that budgets are submitted in a timely fashion after due consideration.

Strategic Area 3 – Admissions - the Senior Teacher, Curriculum and Assessment will:

- assist with the introduction of the Secondary school to prospective parents and students.

Strategic Area 4 – Health and Safety - the Senior Teacher, Curriculum and Assessment will:

- ensure that the specific Heads of Faculty allocated to him/her are aware of and adhere to Health and Safety policies relevant to their areas, in particular the preparation of relevant risk assessments and safety planning when trips and educational visits are being organised;
- maintain a watching brief on other health and safety matters and be proactive in reporting any perceived risks;
- safeguard students against all foreseen risk.



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Strategic Area 5 – Facilities - the Senior Teacher, Curriculum and Assessment will:

- ensure all facilities are appropriately deployed to ensure the effective delivery of the curriculum;
- contribute to planning the development of the school's facilities and to liaise with the SecLT on suggestions for enhancing the facilities.

Any additional responsibilities as directed by the Secondary Assistant Principal, Student Welfare or Secondary Principal.

In consultation with the Line Manager, aspects of these responsibilities will be reviewed and developed on an annual basis in line with the Secondary Development Plan.

Apply online at https://www.patana.ac.th/recruitment-form/



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Bangkok Patana School

Mission

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

Vision

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.

Values

Well-being

We are

Protected, safe and secure
Motivated and engaged
Responsible and honest
Kind and compassionate
Balanced and fulfilled

Learning

We are

Rigorous
Inquisitive and creative
Collaborative and confident communicators
Critical, reflective thinkers
Passionate, resourceful and resilient

Global Citizenship

We are

Committed to integrity
Active volunteers
Diverse and inclusive
Ethical and informed
Empowered by our interculturalism
Inspired to improve global sustainability
Respectful contributors to digital and local communities

Student safeguarding

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.