



Job Description Primary School Part Time Teacher

Reporting to	Year Group Leader / Head of Department
Other key relationships	Assistant Heads of Primary, Deputy Head of Primary, Head of Primary, Heads of Department, Safeguarding Lead, Teaching Assistants, Subject Leaders, Year Team, Learning Support, Primary Counsellor, EAL department.

This job description is for the promotion, development and monitoring of Teaching

Purpose:

The Bangkok Prep teacher aspires to teach in a manner and at a level which is in accordance with the school's published 'Teaching and Learning Policy' and definition. Through outstanding teaching, with a deep understanding of pupils' individual learning needs, the Bangkok Prep teacher strives to ensure that the school's curriculum lays firm foundations for academic and future success, personal fulfilment and lasting happiness in every one of our students.

Responsibilities:

The teacher is responsible to the Head of Primary for:

- Representing areas of knowledge, understanding and skills, in all their richness, to the students taught.
- Inculcating by precept and example the highest regard for truth, justice, equality of opportunity, human rights, benevolence and compassion.
- Engaging and motivating students to achieve at a level that is as high as they can possibly achieve.
- Using excellent subject knowledge, pedagogic and interpersonal skills to enthuse students and enable students to enjoy learning.
- Making full use of ICT and the new technologies to enhance the quality of teaching and learning for students of all ages and attainment levels.
- Planning lessons taking full account of students' individual learning needs, as well as their individual learning styles, preferences and capabilities.
- Encouraging and enabling all students to become effective, confident and independent lifelong learners.
- Providing for students appropriate guidance, in loco parentis, on matters of importance and relevance to students.
- Maintaining excellent professional relationships with colleagues by making a wider professional contribution to the continuing improvement of the school.
- Planning and delivery of a programme of learning opportunities and activities to enrich and enhance the taught curriculum.



- Cooperating with colleagues to establish and maintain fair and consistent disciplinary practices in the classroom (in line with behaviour policy), around the school and on school trips, and taking active measures to protect students from all forms of abuse, including racist or sexist abuse, bullying, and any kind of corporal punishment.

Person specification

- Embodies the Bangkok Prep Values

Main tasks: TEACHING, LEARNING AND THE CURRICULUM

In accordance with school's policies and under the direction of the Head of Primary, the teacher will:

TEACHING

- Plan, prepare and deliver high quality lessons and complete all required planning documentation (Thematic Maps, Medium Term Plans and Daily Slideshows).
- Teach with consistent effectiveness the students in her/his classes, taking full account of all students' individual educational needs (LS, EAL, HEAL and emotional and social needs).
- Plan for the implementation, monitoring and evaluation of relevant learning technologies policies.
- Ensure when planning lessons, that the opportunity for the development, monitoring and assessment of ICT capability that is consistently matched to the learner's needs and ability is included.
- Set and mark work to be carried out by the students in school, at home and elsewhere as appropriate.
- Promote the intellectual, moral, cultural, physical and personal abilities and aptitudes of the students in her/his classes and provide guidance and advice to students on educational and relevant social and other matters.
- Make records of and reports on the personal and social needs of students.
- Adapt Teaching, Learning and planning in line with the WSIP each year.

ASSESSMENT, RECORDING AND REPORTING

- Assess, record and report on the development, progress and attainment of the students in her/his classes in line with school policy.
- Provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students – including parent consultations and formal written reports.
- Adapt assessment, recording and reporting in line with the WSIP each year.

PROFESSIONAL REVIEW/PERFORMANCE MANAGEMENT

- Participate in arrangements for the review of her/his own professional performance and that of other teachers in line with the DPC policy.



FURTHER TRAINING AND DEVELOPMENT

- Keep under review her/his methods of teaching and programmes of work. · Engage with relevant communities of practice in order to remain up-to-date with current professional developments relevant to the subject/year group.
- Regularly undertake a self audit and review in order to identify areas of practice, skills or knowledge to develop.
- Participate in arrangements for her/his further training and professional development as a teacher.
- Attend and contribute to regular staff meetings in order to continue to develop skills further.

CURRICULUM DEVELOPMENT

- Advise and co-operate with the Head of Primary and other colleagues on the preparation and development of planning documentation, methods of teaching and assessment and pastoral arrangements.
- Take responsibility for specific subjects or areas of the curriculum within the year team.
- Develop curriculum in line with the WSIP and middle leader action plans each year.

DISCIPLINE, HEALTH AND SAFETY

- Maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

STAFF MEETINGS

- Participate in meetings which relate to curriculum matters or the administration or organisation of the school, including pastoral elements.

COMMUNICATION

- Communicate and consult with the parents of her/his students, or others who have a legitimate interest in the students in her/his classes.
- Communicate and cooperate with persons or bodies outside the school as required by the Head of Primary.
- Participate in meetings arranged for any of the purposes described above.
- Contribute to whole school publications in order to communicate clearly with parents (e.g Weekly Blog, social media, Constant and True etc)

MANAGEMENT AND ADMINISTRATION

- Participate in administration and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attend assemblies and other such collective school events, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.



- Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

COVER

- Supervise and so far as is reasonable and practicable teach any students whose teacher is not available to teach them.

ADMINISTRATION

- Participate in administrative and organisational tasks related to the duties described above, including registering attendance of students, contributing to paper work and evidence for accreditations.
- Manage or supervise anyone providing support for her/his class(es).
- Order and monitor the use of resources.

GENERAL PROFESSIONAL DUTIES

- Carry out particular professional duties as may reasonably be assigned by the Head of Primary.
- Contribute to the overall life of the school.

PASTORAL DUTIES

Act as a Class Teacher and in this capacity be the key member of staff for the provision of pastoral support for each and every member of the class, including such functions as:

- Carrying out daily administration tasks.
- Monitoring of individual student's progress and well-being.
- Providing students with day-to-day support and guidance as necessary.
- Holding regular one-to-one discussions with members of the class, including academic mentoring.
- Discussing students' needs and progress with the Year Leader, Key Stage leader and other key staff.
- Attend and support school events as an active member of the pastoral staff team.

EXTRA-CURRICULAR ACTIVITIES

If the contract exceeds 50% of a Full Time Teaching contract, you will be expected to plan and deliver an after school programme of enrichment activities deriving from the taught curriculum and/or from other interests and needs of the students, under the direction of the Head of Primary once a week for 1 hour.

The teaching load of a teacher without additional responsibilities at Bangkok Prep is 80% of allocated periods.

Appendix A Bangkok Prep Teacher Code of Conduct



LEARNING ENVIRONMENTS AND ACTIVITIES

- Ensures Learning environments and displays are organised in line with our Learning environments and display policy.

SOCIAL, ETHICAL, LEGAL AND HUMAN ISSUES

- Works in line with our CIS code of ethics

REPRESENTING THE SCHOOL WITHIN THE COMMUNITY

The Teacher will:

- Publicise through Weekly Blogs, Weekly Round Up, Constant and True and other publications about developments in their area of the school;
- Lead and present workshops to parents to develop greater understanding of our curriculum and provide strategies to support our children through home learning;
- Maintain the highest level of child retention and participation;
- Ensure that the department maintains a high profile within the school;
- Ensure that the department is physically 'well presented';
- Establish, encourage and maintain strong curriculum links with local, regional and international organisations;
- Promote student leadership roles where possible and applicable;
- Liaise and communicate with parents effectively;
- Promote teaching/learning links with other schools;
- Maintain and further develop an effective VLE (Firefly) page;
- Maintain a full application of the principles laid down in school policy documentation - e.g. Code of Conduct, Dress Code, Staff Handbook etc.
- Organise and lead on entering Bangkok Prep into relevant competitions within Bangkok and potentially beyond.
- Contribute to and participate in assemblies.
- Contribute to and participate in whole school events.
- Attend school residentials or trips, and maintain high standards when attending these.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school.

This job description may be reviewed at the reasonable discretion of the Head of Primary and in consultation with the post holder.

The performance of the Teacher in these key responsibility areas is formatively reviewed over the year as part of the school's Developing Professional Capacity Process.



The post holder has an individual responsibility to safeguard and promote the health and safety and well-being of children and staff.

This Job Description should be adhered to in addition to the standard Class Teacher Job Description and Person Specification.

All teachers at Bangkok Prep are expected to lead their department in line with the Vision, Mission and Values of the school under the direction of PLT and ensure that their department operates in line with the with the [CIS Code of Ethics](#) and [United Nations Convention on the Rights of the Child](#).