



Job Description

Secondary Subject Teacher

School:	Secondary
Allowance Group:	N/A
Teaching Allocation:	80% of contact periods
Report to:	Head of Faculty or Curriculum Leader

Role and Position in the Organisation

The subject teacher has a vital role to play in the development of the students in their subject area. All subject teachers also work as a tutor or support tutor within a Year group.

Subject teachers work in a team alongside their Head of Faculty/Curriculum Leader. They plan and teach in accordance with the agreed schemes of work and assessment policies for the Faculty area. As teaching professionals, they work to create a situation in which students become independent learners and achieve their full potential in a positive, caring and stimulating learning environment.

Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1 - Learning and Teaching – The Secondary Subject Teacher will:

- proactively seek to develop independent learners;
- put into practice the school's Learning and Teaching Policy and other Curriculum Policies;
- adhere to the school's Professional Standards for Learning and Teaching;
- be accountable for the academic, social and emotional well-being of the students in his/her classes;
- employ a wide variety of teaching and learning strategies including the use of new technologies to make learning both effective and enjoyable;
- differentiate learning opportunities to fully cater for all students, including English as an Additional Language (EAL) students and those on the Extended Learning and Learning Support registers;
- prepare and implement a subject-specific recording system according to school, English National Curriculum, (I)GCSE and IB requirements;
- prepare written and oral reports on the progress of individual students for parents and other interested parties;
- provide assessment data and information when required;



- use assessment tools to provide feedback to individual students and inform future planning;
- use a positive approach to behaviour management;
- provide a safe environment for students to learn.

Strategic Area 2 – Professional – The Secondary Subject Teacher will:

- keep abreast of current educational thinking and ideas for curriculum development;
- commit to an ongoing programme of Continued Professional Learning (CPL), both formally and informally;
- be actively involved in the school's Performance Management;
- contribute fully to school life through the Extra Curricular Activities (ECA) programme and through Secondary and whole school events. Teachers are required to deliver 3 blocks of ECA each year and attend occasional weekend events as required;
- 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 Secondary Subject Teacher will:

- work as part of the Faculty/Curriculum team to promote the subject to parents, students and the wider community as appropriate;
- use and contribute to the school's established systems of communication - the Patana Website, the Patana News, Parent conferences;
- use email in accordance with the school's Acceptable Use Policy;
- participate fully in the life of the Year group and the Secondary School;
- ensure exemplary standards of behaviour and personal responsibility;
- communicate to parents, students and staff issues related to student safeguarding in order to promote a safe environment for all students.

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

Strategic Area 1 - Policy and Planning – The Secondary Subject Teacher will:

- work in line with the school's Guiding Statements, policies and curriculum programmes;
- work positively as part of the Faculty/Curriculum team in long, medium and short-term planning;
- ensure planning is differentiated to meet the needs of the students;
- assess and monitor standards of attainment within the class;
- ensure planning and student records are easily accessed for monitoring purposes;
- be involved in planning subject-specific opportunities for vertical articulation with the Primary School;
- contribute to whole school review and from time to time to volunteer to serve on a new initiative or review committee;
- understand and adhere to the student safeguarding policy, code of conduct and methods of reporting a concern.



Strategic Area 2 - Finance and Resources – The Secondary Subject Teacher will:

- report to their Curriculum Leader/Head of Faculty on resources needed to enable subject development and progress;
- help ensure all resources are appropriately stored, maintained and deployed.

Strategic Area 3 - Admissions – The Secondary Subject Teacher will:

- engage positively with new parents and answer any questions related to curriculum provision;
- ensure new students transfer smoothly into the Secondary School and good relationships are developed with the parents.

Strategic Area 4 - Health and Safety – The Secondary Subject Teacher will:

- safeguard students against all foreseen risks;
- maintain a watching brief on health and safety matters and be proactive in reporting any perceived risks to their Head of Faculty/Curriculum Leader.

Strategic Area 5 – Facilities – The Secondary Subject Teacher will:

- use all facilities appropriately and report any maintenance issues to their Head of Faculty or Curriculum Leader;
- contribute to the planning of facility developments when required.

These duties will be developed into short and longer-term targets in consultation with the post-holder.

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Bangkok Patana School
The British International School in Thailand
Established 1957

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.