

## **Job Title: Full/Part Time Classroom Teacher**

**Reports To:** Campus Principal

**Job Description:** The Classroom Teacher makes a full contribution to the provision of quality education programs in the School according to contractual conditions and specific tasks as described below:

### **Responsibilities Include:**

- Undertakes formal teaching according to the schedule drawn up by the Principals or Thai Director
- Carries out such other related duties and responsibilities as may reasonably be requested by the Headmaster within the limitations of the teacher's contract.

### **Teaching and Classroom Environment**

- Creates a positive and stimulating academic and social environment and ensures that classrooms, furnishings, resources and equipment are respected and looked after by students.
- Is present when students are in the classroom

### **Planning and Organization**

- Maintains an organized plan book with lesson articulation
- Delivers content expectations in line with the school's curriculum and Mission Statement
- Keeps a full record and planner of all lessons in such a form that they can easily be understood by administrators, substitutes, any of whom has the right to ask to see the record.

### **Professional Commitment**

- Takes part in regular team meetings to discuss programs of study, teaching methods, assessment, equipment and materials
- Carries out teaching-related tasks as requested by the Administration (including coverage for absent staff members during available planning times)
- Participates in grade-level or subject-based field trips
- Supports the school and its programs in a professional and collegial manner.
- Attendance at all school sponsored events

### **Curriculum Development**

- Advises and cooperates with colleagues in grade-level and specialist programs
- Contributes expertise to the development of educational programs
- Prepares teaching resources in response to changes in curriculum, student inquiry and/or assessment
- Differentiates content based on student need
- Contributes subject expertise to the development of cross-curricular activities.

### **Professional Development**

- Contributes to and participates in Professional Growth Planning and appraisal
- Takes part in professional development activities as and when requested by the administration

- Maintains up-to-date knowledge of the taught curriculum.

### **Student Assessment**

- Adheres to school wide assessment and evaluation policy
- Maintains an appropriate assessment record which can be examined by the administrators as required
- Writes reports as directed by the administrators in a timely manner
- Consults with parents regarding their children's progress, organize and attend parent-teacher meetings as needed and when requested.
- Create and manage student portfolios

### **Pastoral Care**

- Forms part of a caring community which provides the necessary pastoral care and support for all students
- Encourages students to take full advantage of the school's extra-curricular program.

### **Student Management**

- In collaboration with students, create and implement classroom essential agreements
- Ensure controlled management and safety of assigned classes or groups
- Create and sustain an environment that promotes student success campus wide
- Ensures the safety and good order of students at all times of the day and in all situations.
- Informs the appropriate administrator of student misconduct where deemed necessary.

### **Supervisory Duties**

- Undertakes school supervision duties as defined by the Administration, attending punctually and actively fulfilling the assigned role.

### **Administrative Responsibilities**

- Completes forms and records according to specified deadlines
- Monitors student attendance at school and class and reports significant patterns to the appropriate administrator
- Actively ensures that students pay attention to official communications from the school
- Maintains communication with families.
- Carries out other administrative and organizational tasks as and when requested by the administration.

### **Extra-Curricular Activities**

- Contributes to the school's Activities Program as outlined in the contract

### **Personal Conduct**

- Provides a good personal example to students in terms of attitudes, dress, deportment manners, punctuality, attendance and organization
- Helps create a united and effective professional team by exhibiting qualities of loyalty, tact, confidentiality, reliability, enthusiasm, efficiency and hard work
- Promotes respect for others' cultures
- Dresses in appropriate attire as determined by the school dress code

## **General**

- Helps to fulfill the school's aims as expressed in its Mission, vision, values and goals
- Positively supports all aspects of school policy

## **Working Hours**

- The normal teaching day runs from 8:00am-4:30pm. According to your contract, you may be required to complete after school duties as assigned. All full-time members of staff should be available on campus throughout the working day unless they have been given specific permission by the relevant administrator or are engaged in some official activity or are ill.
- The work of a full-time teacher cannot be confined to a rigid timetable or quantified by the number of hours worked. In addition to their formal timetable, the teacher will spend whatever hours are necessary to fulfill their professional obligations and make a valid and worthwhile contribution to the total life of the school
- Staff are expected to be in attendance at all meetings and professional development offerings at times defined by the school
- Members of staff are expected to support APIS activities outside the working week and to be present during special weekend events or conferences