



## Job Description

### Secondary Subject Teacher

<b>School:</b>	Secondary
<b>Allowance Group:</b>	N/A
<b>Teaching Allocation:</b>	80% of contact periods
<b>Report to:</b>	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.



**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.