



Kajonkiet International School

Job Descriptions

EYFS / Primary School Teacher

Updated & Effective From: 1 May 2021

Introduction

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation between the post-holder and The Principal.

Salary

The post-holder will be appointed on the appropriate point of the Kajonkiet International School Teachers' Scale.

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

Responsibility

The EYFS & Primary School Teacher is:

- Under the line management of the Phase Leader for curriculum and pastoral matters and is responsible to and will work closely with the Vice-Principal (EYFS & Primary);
- responsible for monitoring student attendance;
- responsible for the short and medium term planning of lessons in accordance with Year Group schemes of work;
- responsible for the setting of ambitious academic targets for all students taught in line with school-wide goals and which take account of students' prior attainment and English Language levels;
- responsible for maintaining good discipline in all lessons taught by following the School's disciplinary policies and procedures;
- responsible for the establishment of a purposeful working atmosphere during all learning activities;
- responsible for the setting of appropriate, differentiated, challenging and stimulating work - including Home Learning Assignments (as appropriate) - for all students taught and is able to respond appropriately to students with Individual Education Plans;
- responsible for the identification of students with Special Educational Needs, Talented and Gifted abilities and English as an Additional Language (EAL) concerns and for the prompt reporting of such to the appropriate Line Manager;
- part of a subject team and contributes to the development of that subject;
- responsible, where possible, for the setting of appropriate, differentiated, challenging and stimulating work for all students taught during periods of absence;
- responsible for the gathering of information (for inclusion in the Performance Management Personal Profile) which will be supportive of the Self-Analysis component of Performance Management
- responsible for the creation of a well organised, stimulating working environment that supports all learners;
- responsible for regular and high-quality communication with parents and contributes to Parents in Partnership activities.

Tasks

The EYFS & Primary School Teacher will:

- expect to teach a full-timetable as follows - main scale teachers without additional responsibility: 48 of 60 periods, on a two week cycle, each 55 minutes in length;
- expect to be in school for the duration of the school day as identified by the Vice-Principal (EYFS & Primary);
- receive planning, preparation, assessment and department meeting time as follows - 12 of 60 periods, on a two week cycle, each 55 minutes in length;
- Take and maintain the daily school register according to established routine and consult with administrative staff to ensure that contact has been made with students who are absent from school without explanation;
- keep appropriate records of students' work;
- mark and return work set - including Home Learning Assignments - within an agreed and reasonable time;
- use agreed school and phase marking schemes;
- organise the Teaching Assistant and EAL support within the classroom with a clear learning focus;
- carry out programmes of assessment as agreed by the Phase Leader, the Vice Principal (EYFS & Primary) and The School;
- complete student reports in line with The School's Reporting Policy;
- will attend parent/teacher consultation events - including presentations from The Vice Principal (EYFS & Primary) as appropriate - and keep parents informed about students' performance and targets using the Student Diary and other established channels;
- lead or participate in a minimum of two extra curricular activities per week during term-time;
- attend phase/key stage, EYFS & Primary School and whole school staff meetings - including Staff Weekly Briefings - and expect to be available for such, as published;
- be available for cover as directed by the Principal and/or The Vice Principal (EYFS & Primary) in accordance with The School's Cover Policy.

Professional Expectations

The EYFS & Primary School Teacher will:

- be familiar with and commit fully to the School's Mission Statement and Values;
- will commit to the School's annually published school-wide goals;
- be aware of and fully commit to the ethos and life of an international school and all that this entails;
- be familiar with and commit fully to The School's English Speaking Environment Policy, on a daily basis;
- be familiar with The School's English as an Additional Language Policy and commit fully to its aims and promote its implementation on a daily basis;
- be familiar with the contents of the Staff Handbook and The School's Policy Compendium and implement the procedures as appropriate;
- commit fully to the School's Performance Management programme;
- be an ambassador for the school in the wider community;
- attend Professional Development (INSET and external) as determined by the Principal and/or the Vice Principal (EYFS & Primary School);
- undertake Thai Language and Culture training as required by The Ministry of Education (Thailand);
- commit and contribute to the School's extra-curricular programmes;
- communicate with students, colleagues and parents in a respectful and courteous manner at all times;
- will participate in school duties as per the rota for break and lunchtimes;
- will set the tone for students in attendance, punctuality, appearance, dress, courtesy and professionalism;
- be a positive influence on staff morale and motivation;
- demonstrate a clear commitment to their own career professional development.

This Job Description is not exhaustive in its design and provides an outline of the roles and responsibilities of the EYFS & Primary School Teacher. Content will be reviewed annually and may be amended periodically. The Principal may add or revise the responsibilities identified within as need arises and according to circumstance.