



## **JOB DESCRIPTIONS**

### **SECONDARY COVER TEACHER**

Effective From: 1 September 2020

#### **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. The school's Mission and Values statements underpin all aspects of this job description.

#### **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 Secondary Cover Teacher is:

1. Responsible to the Principal and under the line management of the Vice Principal (Secondary & 6th Form) for curriculum and pastoral matters;
2. Responsible for deputising for teachers as dictated by need and as assigned by the Vice Principal (Secondary & 6th Form) and/or SLT member;
3. responsible for monitoring student attendance;
4. responsible for teaching allocated pupils by planning clear schemes of work to achieve progression of learning;
5. 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;
6. responsible for maintaining good discipline in all lessons taught by following the School's disciplinary policies and procedures;
7. responsible for the establishment of a purposeful working atmosphere during all learning activities;
8. 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;
9. responsible for the identification and support 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;
10. part of a subject team and contributes to the development of that subject;
11. 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
12. responsible for the creation of a well organised, stimulating working environment that supports all learners;
13. responsible for regular and high-quality communication with parents and contributes to Parents in Partnership activities.

## Tasks

The Secondary Cover 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 (Secondary & 6th Form)
- deputise for teachers as assigned by the Vice Principal (Secondary & 6th Form) and/or SLT member;
- receive planning, preparation, assessment and department meeting time as follows - 12 of 60 periods, on a two week cycle, each 55 minutes in length;
- whenever deputising, 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 support within the classroom with a clear learning focus;
- carry out programmes of assessment as agreed by the Phase Leader, the Vice Principal (Secondary & 6th Form) 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 (Secondary & 6th Form) 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 one extra curricular activity per week during term-time;
- attend phase/key stage, 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 (Secondary & 6th Form) in accordance with The School's Cover Policy.

## Professional Expectations

The Secondary Cover Teacher will:

- be familiar with and commit fully to the School's Mission Statement and Values;
- commit to the School's policies and 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 (Secondary & 6th Form);
- 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 flexible in approach and adapt positively to the dynamics of the cover teacher role;
- 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 Head of Department. 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.