



GLOBAL ENGLISH SCHOOL  
โรงเรียนสาริตคริสเตียนวิทยา

GES desires to provide the opportunity for students to pursue excellence in the form of academic achievement and moral character based on Christian ethics while being nurtured in a Christ-centered environment.

## Job Description for Digital Literacy and Computer Science Teacher

### KEY OBJECTIVES OF THE POSITION:


To carry out the professional duties of a GES teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal / School Leadership Team. A teacher is an informed and reflective practitioner who uses teaching strategies to create positive learning environments that motivate and challenge all students to become self-regulated, life-long learners and leaders.


### Specific Duties

Consistent with Global English School policies, teachers are responsible for:

- Pedagogy
  - Employing effective pedagogy that enables students to become successful and self-regulated learners who achieve personal excellence by:
    - Building learning-focused relationships
    - Empowering students to become or prepare to be independent learners
    - Being clear about the learning objectives and outcomes
    - Using assessment information to plan progression
    - Using appropriate assessment tools for formative and summative assessment
    - Providing high-quality scaffolding and feedback
    - Encouraging children to reflect on their learning
    - Engaging children in the co-construction of their learning progression
    - Involving parents in their children's learning
    - Employing and integrating educational technology as a tool that assists and improves learning to solve authentic problems related to “real-world” problems or issues
- Curriculum
  - Demonstrating a high level of relevant curriculum knowledge
  - Incorporating relevant thinking and reflective skills into the curriculum
  - Preparing and presenting informative reports to parents and other stakeholders as required
  - Teaching digital literacy and computer science (programming, robotics, digital citizenship, 3D/graphic design, animation, ICT, etc.)
  - Taking lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
  - Working with colleagues to ensure continuity and progression of the curriculum
  - Working with colleagues and school leadership to ensure school-wide initiatives related to digital literacy, computer science and technology curriculum is being implemented
  - Undertaking assessment of students as requested by examination bodies, departmental and school procedures
  - Promote a learning-focused culture
  - Contributing to whole school planning activities



  
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- Promoting and participating in teacher learning and development
  - Actively engaging in teacher learning and development
  - Promote and model best practice
  - Being available to team-teach, team-plan as well as act as a technology coach for teachers and staff as required
  - Providing training and learning related to (educational) technology as requested
  - Continually seeking to improve learning and teaching strategies
  - Engaging in opportunities to improve personal ICT skills in order to provide deeper integration of educational technology in the classroom
  - Be an active participant in their own continuous professional learning
  - Contribute to a culture where team meetings are learning-focused and the sharing of best practice are common
  - Developing knowledge and skills related to education and educational technology
  - Actively engaging in the school's appraisal procedures
- Ensuring an orderly and supportive environment
  - Participating in and supporting the school's positive behavior policy and the general ethos of respect for all
  - Developing a culture that promotes risk-taking, favors collaborative and cooperative learning, God-centered but also culturally sensitive
  - Ensuring that the organization of resources and the classroom environment are optimum for learning
  - Helping teachers and school leadership to identify and evaluate resources that will support the Digital Literacy and Computer Science curriculum
  - Employing positive behavior strategies
  - Developing and maintaining a learning-focused classroom
- Extra-curricular activities
  - Offering at least one extra-curricular activity per semester i.e. Robotics club, coding club, makerspace, etc.
  - Being involved in extracurricular activities to enhance the school experience for students
  - Undertaking grounds duties as required
- Other project, duties, and responsibilities
  - Having a working knowledge of teachers' professional duties and legal liabilities
  - Operating at all times within the stated policies and practices of the school
  - Establishing effective working relationships with colleagues and parents
  - Setting a good example through presentation and personal and professional conduct
  - Co-operating with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students
  - Contributing to the development of the school-wide technology plan



  
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- Contributing to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school

While every effort has been made to explain the main duties and responsibilities of the position, each individual task undertaken may not be identified. The employee will be expected to comply with any reasonable request from the School Administrators via the Head of Digital Literacy and Computer Science / IT Director to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head of Academics (Principal), Head of Digital Literacy and Computer Science / IT Director, School Administrators and member of staff, to be reviewed yearly.

#### Key Relationships

Digital Literacy and Computer Science Teachers report to the School Administrators via the Head of Digital Literacy and Computer Science / IT Director.

In addition, teachers develop and maintain effective working relationships with:

- Students
- Parents
- Academic Staff
- Administration Staff
- Grade Level Heads / Division Heads / Department Heads
- School Administration / Leadership Team

#### Personal Specification


##### QUALIFICATION AND TRAINING


- A degree in computer science plus teaching qualification (or equivalent)
- Higher degree or recognized professional qualification (preferred)
- Evidence of continued relevant professional development
- Educational Certifications from Google, Apple, Microsoft, or equivalent (preferred)

##### EXPERIENCE REQUIRED

- Experience in teaching students with diverse needs
- Experience in teaching text-based and block based programming, animation, robotics, graphic design and computer science concepts
- Experience in teaching computational thinking (preferred)
- Experience in an international school environment (preferred)



  
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- Experience with International Standard for Technology in Education (ISTE), Common Sense Media Digital Citizenship Curriculum or equivalent

#### KNOWLEDGE AND UNDERSTANDING

- Practical understanding of effective teaching and learning strategies
- Theoretical understanding of effective teaching and learning strategies
- Understanding and knowledge of principles and practice of inclusive education
- Relevant curriculum knowledge

#### PERSON QUALITIES


- Excellent collaboration and teamwork skills that result in effective team-planning and team-building
- A demonstrated and genuine liking and appreciation of children
- Attention to detail
- Inclusive
- Flexible and adaptable
- Resilient
- Sense of humor
- High standards and expectations
- Motivated


#### CORE COMPETENCIES

We are looking for someone who can:

- Establish and maintain good relationships with colleagues, students, and parents
- Communicate effectively in English, orally and in writing
- Deal effectively and non confrontationally with students and staff
- Positively influence others
- Listen actively
- Motivate and engage with colleagues



  
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