



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

Job Description:

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| Position | Assistant Learning and Teaching (ALT) |
| Line manager | Head of Junior School / Class Teacher |
| Managing | - |
| Dated | May 2024 |

1. Safeguarding and Legal

Please note the College's positions are subject to an enhanced Criminal Records Bureau. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

2. Roles and Responsibilities:

- Work in collaboration with, and is managed by, a specified Teacher for the daily planning and implementation of the School's programs of learning.
- Delivery of the curriculum and contribution to the development of students' understanding, knowledge and skills in any or all areas of school life.
- Provide support for students, the Teacher and the School by developing and utilising advanced levels of knowledge and skill when assisting with planning, monitoring, assessing and managing classes.
- Assist in the maintenance and development of the School's academic standards, preparation and evaluation of lessons and learning materials.
- Contribute to the planning and provision of opportunities for students to learn in out-of school contexts in line with the School's policies and procedures.
- Run small group lessons and interventions as required, such as the RWI programme.
- With teachers, evaluate students' progress through a range of assessment activities.
- Contribute to programs of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support and guide other less experienced ALTs' work in the classroom when required and, as appropriate, lead training for other ALTs.
- In collaboration with the Teacher, foster and maintain constructive and supportive relationships and communication with parents, exchanging



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appropriate information, facilitating their support for their child's attendance, access and learning.

- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as sanctioned by School policy.
- Take an active role in the House system, as determined by the Head of Junior School.
- Supervise students in the playground and oversee break-time and/or after-school activities or childcare.
- To undertake any other duty considered appropriate for the role.

3. Requirements:

- Bachelor's Degree in an Education related field.
- Experience of working in schools and young children or relevant experiences preferred.
- Enthusiasm, flexible with energetic, excellent communication and interpersonal skills
- Good relationships with students, teachers and parents
- Familiar with all Microsoft Office products
- Fluent spoken and written English
- Candidates will be expected to comply with School Child Protection and Safeguarding Policy

4. Application

If you are interested in the position, please send together with a letter of introduction and an up-to-date CV, including the names and contact details of three referees, should be sent to recruitment@wellingtoncollege.ac.th