

## CLASS TEACHER EARLY YEARS OR PRIMARY

<b>LOCATION</b>	<b>The British School of Beijing, Sanlitun</b>
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>To teach pupils assigned to your class within the school and carry out duties as required by the Senior Leadership Team.</li> <li>Ensure that planning, preparation, recording, assessment and reports meet the expectations of the school.</li> <li>Demonstrate thorough curriculum knowledge.</li> <li>To actively contribute to wider school development and growth.</li> <li>Demonstrate a proactive approach towards professional development.</li> </ul>
<b>REPORTING TO</b>	<ul style="list-style-type: none"> <li>Head of Primary or Head of Early Years</li> </ul>
<b>DIRECT REPORTS</b>	<ul style="list-style-type: none"> <li>Head of EAL</li> </ul>
<b>OTHER KEY RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>Principal</li> <li>Subject Leaders</li> <li>Parents</li> <li>Students</li> <li>Other non-academic staff</li> </ul>

<b>KEY RESULT AREA</b>	<b>MEASUREMENT OF PERFORMANCE</b>
<b>Learning and Teaching</b> <ul style="list-style-type: none"> <li>Ensure effective teaching and management of classes, groups and individuals so that objectives are met, progress and challenge are maintained and the best use is made of teaching time.</li> <li>Use teaching methods, which will engage stimulate pupils' intellectual curiosity including the use of effective questioning, clear presentation and effective use of resources.</li> <li>Set high expectations for pupils' behaviour, establishing and maintaining a good standard of behaviour management through focused teaching and create positive and productive relationships in accordance with the rules and behaviour policy of the school.</li> <li>To assess pupil's achievements and progress in accordance with agreed policies and procedures.</li> <li>Implement AfL to evaluate how well learning objectives are/have been achieved and adapt future teaching and learning accordingly.</li> <li>Ensure progress for all learners and lessons that offer interest and challenge.</li> </ul>	<ul style="list-style-type: none"> <li>Lesson observation</li> <li>Work Scrutiny</li> <li>Learning walks</li> <li>Data analysis</li> </ul>

<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the pupils.</li> <li>Set appropriate, yet challenging expectations for pupils' learning, building on prior attainment.</li> <li>Mark and monitor pupils' class and homework providing constructive oral and written feedback, providing focus for pupils' progress.</li> </ul>	<ul style="list-style-type: none"> <li>Planning reviews</li> <li>Line manager feedback</li> <li>Work scrutiny</li> </ul>

<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<p><b>Relations with Parents and the Wider Community</b></p> <ul style="list-style-type: none"> <li>Prepare and present informative reports to parents in a professional manner.</li> <li>Facilitate parental engagement by ensuring home learning tasks detail how parents can assist their children.</li> <li>Prepare presentations for parental groups as required.</li> <li>Act as a role model to the pupils they teach in their personal presentation and conduct.</li> <li>Can demonstrate a commitment to developing all aspects of school life.</li> </ul>	<ul style="list-style-type: none"> <li>Parental surveys</li> <li>Reports to parents</li> <li>Line manager feedback</li> </ul>

<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>Detailed knowledge of how to teach EAL students.</li> <li>Evidence of active participation in CPD</li> <li>Teaching degree or EAL qualification</li> <li>Minimum of two years teaching experience with evidence of good, or outstanding teaching</li> <li>Adapts teaching to respond to the strengths and needs of all pupils</li> <li>Can integrate technology into lessons to enhance learning and outcomes for students</li> <li>Has high expectations which inspire, motivate and challenge pupils</li> <li>Proven track record of ensuring good progress and outcomes for pupils</li> <li>Creativity in teaching English in an international setting</li> <li>Ability to create a positive, challenging learning environment</li> <li>Feedback as a valued member of the team and the wider organisation</li> <li>Offer additional skills that can add to our rich extracurricular programme</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of teaching Read, Write Inc. phonics scheme</li> <li>Teaching experience of the English National Curriculum</li> </ul>	Desirable

<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>High levels of personal integrity</li> <li>Conscientious and able to focus on completing work to a consistently high standard</li> <li>Flexible and positive approach to work</li> <li>Excellent organisational and time-management skills; high attention to detail</li> <li>Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> </ul>	Essential

<ul style="list-style-type: none"> <li>▪ Adaptable to working in a fast paced ever changing environment</li> <li>▪ Proactive and willingness to take on multiple tasks</li> <li>▪ Self-motivated and enthusiastic</li> <li>▪ Ability to work independently</li> <li>▪ Must be a team player, willing to help and be flexible</li> <li>▪ Continually strive for improvement</li> <li>▪ Role-model the 'Be Ambitious' philosophy each day</li> </ul>	<p>Essential</p>
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Other
<ul style="list-style-type: none"> <li>▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li> <li>▪ Comply with visa requirements for working in China.</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils.</li> <li>▪ Be willing to undertake appropriate child protection training when required.</li> <li>▪ To meet statutory responsibilities and company policies with regard to Health and Safety.</li> <li>▪ To carry out any other duties considered necessary as allocated by the Principal.</li> </ul>

<p><b>We are ambitious for our students, our people and our family of schools.</b></p> <p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>▪ There is no limit to what every person can achieve.</li> <li>▪ Creativity and challenge help us get better every day.</li> <li>▪ Learning should be personalised.</li> <li>▪ Unique global opportunities enhance the learning experience.</li> </ul> <p><b>The NAE Commitment</b></p> <p>At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with <b>respect, integrity, openness, courage and ambition</b>. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.</p> <p><b>Promote and embody <i>The CORE 7 Leadership Capabilities:</i></b></p> <ul style="list-style-type: none"> <li>▪ <b>Accountable</b> – Establishes a high performing culture and accepts accountability for organisational performance.</li> <li>▪ <b>Strategic</b> – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction</li> <li>▪ <b>Collaborative</b> – Works collaboratively with others to achieve organisational outcomes</li> <li>▪ <b>Entrepreneurial</b> – Creates organisational value for diverse stakeholders and achieves commercial success</li> <li>▪ <b>Enabling</b> – Drives excellence through valuing and developing others</li> <li>▪ <b>Agile</b> – Achieves personal and organisational success within a changing, dynamic and complex environment</li> <li>▪ <b>Resilient</b> – Demonstrates personal resilience within a demanding environment of high expectations.</li> </ul>
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