

<b>LOCATION</b>	The British School of Beijing, Shun Yi Campus
<b>JOB TITLE</b>	<b>Primary Class/Specialist Teacher</b>
<b>JOB PURPOSE</b>	To implement and deliver the UK National Curriculum and/or Foundation Stage Curriculum, according to the age, aptitude and abilities of the pupils being taught.
<b>REPORTING TO</b>	Primary Leadership Team
<b>DIRECT REPORTS</b>	Teaching Assistant
<b>OTHER KEY RELATIONSHIPS</b>	Parents, Students
<b>PACKAGE</b>	Competitive
<b>KEY RESPONSIBILITY</b>	

### Curriculum

- Plan, prepare and deliver schemes of work in accordance with the academic programmes set out by the School.
- Maintain a working knowledge of National Curriculum documents.
- Maintain records of pupils' progress including any statutory documents required by the UK Department for Education and reports for Nord Anglia Education
- Write reports to parents as and when required and conduct termly interviews with parents to discuss and explain their child's performance and progress in school.
- Provide and maintain an attractive and stimulating environment in which to foster effective teaching and learning in line with the school's detailed display policy.
- Monitor progress and effectiveness of class work and to evaluate and modify as necessary.
- Be part of a curriculum subject working party that ensures consistency across the school.

### Pastoral

- Be aware of the physical and emotional well-being of pupils and the need to respond to particular situations.
- Comply with and assist the School in the implementation of any rules and regulations which the school may from time to time issue to ensure the efficient operation of the school and the welfare and interests of its students and employees.
- Liaise with other agencies eg school nurse, SENCo, educational psychologist as required.

### Administration and organisation

- Understand and implement:
  - Regulations and correct procedures
  - Emergency and evacuation procedures
  - Health and Safety policies
  - Child Protection policy
  - All curriculum policies
  - Any other organisational policies or agreed procedures
  - To conduct standardised or other tests when required and document pupils' performance
- Attend and participate in weekly staff meetings and also on other occasions when required eg team planning meetings, support the decisions taken at those meetings, and respect the confidentiality of the matters discussed
- Attend and participate in training days

- Supervise playtimes, lunchtimes and After School Activities when required
- Supervise after school matches or concerts when required
- Supervise pupils in assemblies when required and lead a class assembly for parents
- Supervise and lead:
  - Teaching Assistants
  - Students
  - Voluntary Helpers
- Liaise with colleagues enabling satisfactory transfers of children within school and to and from others
- Endeavour to have and to foster good harmonious working relations with all staff, pupils and parents of The British School of Beijing, Shunyi.
- Fulfil the working hours stated in the Employee contract.
- Support and represent the school whilst on site and also in the wider community and always be a good ambassador for BSB and Nord Anglia Education.
- To undertake any other reasonable requests by the Head or other line manager.

#### OTHER

- Promote and adhere to the Company Vision and Values:
  - **Opportunity** - For us, opportunities need to be meaningful, about achieving potential and making progress.
  - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
  - **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
  - **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation
- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- Any other appropriate duties as allocated by the Management

## PERSON SPECIFICATIONS

<b>Qualifications/Training</b>	
▪ Detailed knowledge of the relevant aspects of English National Curriculum	Essential
▪ Evidence of participation in CPD	Essential
▪ Teaching degree or qualification with QTS	Essential
<b>Experience / Knowledge</b>	
▪ Minimum of 2 years teaching experience	Essential
▪ Understanding of safeguarding and child protection procedures	Essential
▪ Knowledge and understanding of the New National Curriculum and the changes this entails	Essential
▪ Effective behaviour management strategies	Essential
▪ Detailed understanding of assessment and how to interpret and use the data effectively	Essential
▪ Adapts teaching to respond to the strengths and needs of all pupils	Essential
▪ Has high expectations which inspire, motivate and challenge pupils	Essential
▪ Proven track record of ensuring good progress and outcomes for pupils	Essential
<b>Skills</b>	
▪ Ability to use ICT to effectively engage pupils	Essential
▪ Evidence of good, successful teaching	Essential
▪ An understanding of how to use assessment to inform planning for good teaching and learning	Essential
▪ Evidence of good classroom management skills	Essential
▪ Creates a happy, challenging and effective learning environment	Essential
▪ Involvement and commitment to all aspects of school life	Essential
<b>Personal Attributes</b>	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

### OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in China

### OTHER CONDITIONS

Successful candidates must hold current Disclosure and Barring Service clearance or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in China. These currently include a post-graduate teaching qualification followed by at least 2 years of teaching experience.