

## EARLY YEARS CLASS TEACHER JOB DESCRIPTION

<b>LOCATION</b>	British International School – Ho Chi Minh City
<b>JOB PURPOSE</b>	To provide a creative and stimulating environment that provide opportunities for all students to learn and make good progress
<b>REPORTING TO</b>	Primary Head Teacher, Deputy Headteacher, Assistant Headteacher and Year Leader
<b>DIRECT REPORTS</b>	Year Leader
<b>OTHER KEY RELATIONSHIP</b>	Teaching Assistants, Subject Specialist Teachers , Learning Support and EAL Teachers

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>▪ Be the first point of contact and provide pastoral care to children.</li> <li>▪ Contacting parents on academic or social matters, including follow up on reports, parents’ meetings etc.</li> <li>▪ Be involved in the organisation and delivery of primary events, festivals, House events, assemblies, special focus weeks and Parent Teacher Group (PTG) committees</li> <li>▪ Contribute to the provision of subject or Year Group related day trips</li> <li>▪ Contribute to BIS Weekly Update articles</li> <li>▪ Offer exciting Co-curricular Opportunities that meet the needs of the student cohort</li> <li>▪ Supervise students on a duty rota</li> <li>▪ Be responsible for personal health and safety and report H&amp;S concerns to Deputy Head</li> <li>▪ Liaise with Year Leader and Assistant Head regarding any students of concern</li> <li>▪ To know the reporting procedures to follow in case of a Child Protection issue – report concerns to the Deputy Head</li> </ul>	<p>Parents feel part of the learning process.</p> <p>The teacher plays an active part in a wide range of the life of the school, both in and out of the classroom</p> <p>The school operates in a safe and organised manner</p>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>▪ To promote high standards within the Early Years Foundation Stage framework</li> <li>▪ Record quality observations in child’s learning journal</li> <li>▪ To promote positive behaviour in all learning areas</li> <li>▪ To promote the ‘Be Ambitious’ programme</li> <li>▪ Liaise with Learning Support regarding provision mapping of Individual Education Plans for students.</li> </ul>	<p>Student attainment meets or exceeds targets</p>

<ul style="list-style-type: none"> <li>▪ Liaise with EAL regarding further support required for students</li> <li>▪ Maintain good quality display in classrooms and public areas which relate to the children’s learning</li> <li>▪ Provide students with appropriate information that allows them to know where they are and what they need to do to improve</li> <li>▪ Provide assessment data as required by Subject Leaders, Assessment Leader, Assistant Head and Deputy Head for tracking</li> </ul>	
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>• Plan and provide engaging and challenging learning activities in both adult led and continuous provision</li> <li>• Collaborate with teaching assistants in the delivery of the activities in both adult led and continuous provision</li> <li>• Teach according to the needs of the students in the class, differentiating for varying abilities</li> <li>• Have an ability to integrate technology across all subject areas</li> <li>• Be ambitious and reflective across all aspects of teaching</li> <li>• Share good practice with other colleagues</li> <li>• Ensure effective communication with teaching assistants</li> </ul>	Learning outcomes and progress are good or outstanding
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>▪ Play a full part in internal and external continual professional learning opportunities including staff meetings</li> <li>▪ Liaise with Year Leaders to contribute to an annual Action Plan and requisition</li> <li>▪ Take into account the identified whole school and campus developments for the year and work as part of the year group to implement any necessary changes and developments identified</li> <li>▪ Any other reasonable task assigned by the Principal or Head of Campus</li> </ul>	Personal pathway for professional learning identified and followed
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<b>Qualifications/Training</b>	
<ul style="list-style-type: none"> <li>▪ Degree plus teaching qualification</li> </ul>	Essential
<b>Experience / Knowledge</b>	
<ul style="list-style-type: none"> <li>▪ Good working knowledge of the Early Years Foundation Stage Framework</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Using an electronic online journal</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>▪ Outstanding early years practice</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organisation, differentiation and learning strategies</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ International Experience</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>▪ Knowledge of EAL in the mainstream</li> </ul>	Desirable

<b>Skills</b>	
▪ Able to work as part of a team	Essential
▪ High level of IT competence	Essential
▪ Use of ISAMS	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> <li>▪ Adaptable to working in a fast paced ever changing environment</li> <li>▪ Ability to work under pressure and remain calm</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>▪ Value the contribution Teaching Assistants make and use their skill to impact in children's learning</li> <li>▪ Continually strive for improvement</li> </ul>	
<b>Other</b>	
<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>▪ Compliance with visa requirements for working in [Location].</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required</li> </ul>	

## PHILOSOPHY AND VALUES

### We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

### The NAE Commitment

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 **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation

Dear Applicant,

Nord Anglia Education is the world's leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.



Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.