



## Class Teacher, Secondary Job Description

<b>JOB PURPOSE</b>	<p>To teach pupils who are assigned to a class within the school and to carry out such associated duties as are reasonably assigned by the Head of Secondary.</p> <p>To promote the ‘mission’ and philosophy of the school ensuring that children are working towards being International citizens. Ensuring that planning, preparation, recording, assessment and reporting meet their varying learning and social needs and to be flexible and adjust to the needs of the school, actively contributing to its development and growth.</p> <p>Demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has pupils who achieve.</p>	
<b>REPORTING TO</b>	Head of Secondary	
<b>DIRECT REPORTS</b>		
<b>OTHER KEY RELATIONSHIPS</b>		
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Ensure the effective teaching and management of classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained and the best use is made of teaching time</li> <li>• Use teaching methods which will engage students and stimulate pupils’ intellectual curiosity including the use of effective questioning, clear presentation and good use of resources</li> <li>• Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of behaviour management through well focused teaching and through positive and productive relationships in accordance with the rules and behaviour policy of the school</li> </ul>		

<p><b>Planning Expectations</b></p> <p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> <li>• understanding and applying effective classroom management;</li> <li>• understanding and applying a range of teaching strategies;</li> <li>• positively targeting and supporting individual learning needs;</li> </ul>	
<p><b>Assessment and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Use performance data to evaluate pupils' progress and set appropriate targets for improvement;</li> <li>• Use assessment to inform planning and teaching;</li> <li>• Report on progress to all stakeholders.</li> </ul>	
<p><b>Relations with Parents and the wider community</b></p> <ul style="list-style-type: none"> <li>• Know how to prepare and present informative reports to parents in a professional manner based upon monitoring procedures adhered to within the school</li> <li>• Treat parents with respect at all times and go through the proper channels, using line managers if necessary, with all interactions with parents</li> <li>• At the request of the Head it may be required that teachers give a presentation to parents e.g. Meet the Teachers</li> </ul>	
<p><b>Managing and Developing Teaching and Administrative Staff within the School</b></p> <ul style="list-style-type: none"> <li>• Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school</li> <li>• To contribute to meetings, discussion and management systems necessary to coordinate the work of the school</li> </ul>	
<p><b>Managing Resources</b></p> <ul style="list-style-type: none"> <li>• Select appropriate resources which enable teaching objectives to be met by all learners</li> </ul>	
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Continual development through the identification and implementation of your own Ambitious Performance Tracker plan.</li> <li>• Understand the need to take responsibility for their own professional development and to keep up to date with research</li> </ul>	<ul style="list-style-type: none"> <li>• Improved performance</li> <li>• Performance appraisal</li> <li>• Personal Development Plan</li> </ul>

<p>and developments in pedagogy as relevant to their own department and mainstream departments.</p> <ul style="list-style-type: none"> <li>● Understand their professional responsibilities in relation to school policies and procedures and practices</li> <li>● Set a good example to the pupils they teach in their personal presentation and conduct</li> <li>● Evaluate their own teaching critically and use this to improve their effectiveness</li> </ul>	
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### Personal Attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

### Other

- 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 Cambodia.
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

## 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 66 international schools are located in China, Europe, Middle East, India, Southeast Asia and the Americas. Together, they educate more than 64,000 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 13,000 teachers and staff, working in 66 schools located in 29 countries around the world supporting our students' learning. Together, we educate over 64,000 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.

