

<b>LOCATION</b>	Nord Anglia International School, Shanghai, Pudong
<b>JOB TITLE</b>	<b>Early Years Teacher</b>
<b>JOB PURPOSE</b>	The role of the class teacher is to create inspiring and memorable opportunities for learning to ensure that each student at our school is able to succeed and achieve highly.
<b>REPORTING TO</b>	Primary Leadership Team
<b>DIRECT REPORTS</b>	Teaching Assistant
<b>OTHER KEY RELATIONSHIPS</b>	Principal Head of Primary Deputy Head of Primary Year Leader Key Stage Leaders Subject Leaders and Specialist Teachers Students Parents
<b>PACKAGE</b>	Competitive remuneration and benefits based on experience
<b>KEY RESULT AREA</b>	
<p><b>Core Requirements of the Post</b></p> <p>In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will be:</p> <ul style="list-style-type: none"> <li>▪ A trusted colleague, who is keen to work hard as part of a team and an effective learning community;</li> <li>▪ A practitioner who is student focused and who regularly reflects on their own practice;</li> <li>▪ A teacher who is keen to improve the quality of students' learning by contributing wholeheartedly to the learning priorities as identified on the school strategic plan;</li> <li>▪ A highly effective communicator who understands and believes in the aims and values of the school.</li> </ul>	
<p><b>Areas of Responsibility and Key Tasks</b></p> <p><b>Planning, Teaching and Class Management</b></p> <p>Teach allocated students so that they achieve the best they can by:</p> <ul style="list-style-type: none"> <li>▪ Using teaching methods which will inspire and engage students and challenge their intellectual curiosity including the use of effective and purposeful questioning;</li> <li>▪ Setting high expectations of students' behaviour and manners, through well focused teaching and through positive and productive relationships in accordance with the rules and behaviour policy of the school;</li> <li>▪ Planning and preparing well-resourced lessons with clear teaching objectives, which lead to achievable but challenging learning outcomes for all students;</li> <li>▪ Ensuring that every student receives suitable academic challenge in every lesson and makes progress in their learning;</li> <li>▪ Work with colleagues to constantly share, reflect and improve classroom practice and develop the curriculum with the aim of improving teaching and learning across the school;</li> <li>▪ Positively targeting and supporting individual learning needs;</li> <li>▪ Establishing a purposeful and safe learning environment;</li> <li>▪ Effectively managing other adults in the classroom.</li> </ul>	
<p><b>Monitoring, Assessment, Recording, Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Using appropriate feedback techniques whereby EY students understand how to improve upon their own learning;</li> <li>▪ Conduct ongoing assessment of students using the school's chosen method of recording and tracking;</li> <li>▪ Analyse assessment data on a termly basis identifying individual students and cohorts of</li> </ul>	

- students who require further support/challenge;
- Set challenging targets for all students as a result of data analysis ensuring a percentage increase of progress year on year;
- Producing informative reports for parents, in a professional manner based upon tracking and assessment procedures adhered to within the school;
- Meeting with parents and other interested parties as and when required, to discuss individual student progress;
- Be accountable for the learning outcomes of the students in your class.

#### **Pastoral Duties**

- Establish a purposeful and safe learning environment for all students;
- Ensure all health and safety procedures are followed with regards to student safety;
- Always attend scheduled duties and in case of absence organise cover;
- Promote the general progress and well-being of individual students and of the class as a whole;
- Contribute to the preparation of Action Plans and progress files and other reports;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.

#### **Extra Curricular Activities**

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.

#### **Personal Development**

- Take responsibility for your own professional development and keep up to date with research and developments in pedagogy;
- Engage with fellow colleagues on Nord Anglia University.

#### **OTHER**

- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- All Staff must ensure that they meet their statutory responsibilities with regard to Health and Safety, Equal Opportunities and other relevant legislation, and should conform to the professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team.
- 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

## PERSON SPECIFICATIONS

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<b>Qualifications/Training</b>	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher Status	Essential
▪ Higher degree/further qualifications e.g. Masters, Diploma	Desirable
<b>Experience / Knowledge/Skills</b>	
▪ Proven track record with at least two years' teaching experience	Essential
▪ Experience of delivering the EYFS Framework, English National Curriculum and/or PYP/IPC	Essential
▪ Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Desirable
▪ Experience of teaching students with English as an Additional Language	Desirable
▪ Demonstrable evidence of using ongoing assessment tools to inform teaching and learning	Essential
▪ Experience of data analysis and target setting for students	Essential
▪ Experience of leading whole school projects/events	Desirable
▪ Experience of leading a team of people	Desirable
▪ Experience of delivering whole school INSET	Desirable
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Working in partnership with parents	Essential
<b>Personal Attributes</b>	
▪ Passion for education, teaching and learning	
▪ 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
▪ Evidence of commitment to continuous professional development	Essential
▪ Understand the complex and demanding environment of an international school community	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.