

## EARLY YEARS TEACHER JOB DESCRIPTION

<b>LOCATION</b>	Nord Anglia International School, Hong Kong
<b>JOB PURPOSE</b>	To teach a class of pupils, ensuring that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
<b>REPORTING TO</b>	Deputy Head EYFS
<b>DIRECT REPORTS</b>	N/A
<b>OTHER KEY RELATIONSHIP</b>	Executive Leadership Team Head of Campus Parents Pupils

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:</li> </ul>	<ul style="list-style-type: none"> <li>Inspire trust and confidence in pupils, colleagues and parents;</li> <li>Engage and motivate pupils;</li> <li>Continually strive to develop the quality of pupils' learning;</li> <li>Use the pupil tracking and monitoring process to advance pupil learning and enhance professional practice in line with the school's promises;</li> <li>Contribute to school improvement / development planning and promote the learning priorities of the school development plan;</li> <li>Promote the wider aspirations and values of the school</li> <li>Engage in professional learning to ensure practice is ever evolving.</li> </ul>
<ul style="list-style-type: none"> <li>Extra-Curricular Activities</li> </ul>	<ul style="list-style-type: none"> <li>Support the life of the school beyond the classroom;</li> <li>Lead one or more agreed after school activities each week.</li> </ul>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>Planning, Teaching and Class Management</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining high levels of behaviour and discipline;</li> <li>Effectively using extra-curricular learning opportunities;</li> <li>Establishing a purposeful and safe learning environment;</li> <li>Using modern technology to enhance learning opportunities;</li> <li>Making use of Nord Anglia Education Global Campus online.</li> </ul>
<ul style="list-style-type: none"> <li>Pastoral Duties</li> </ul>	<ul style="list-style-type: none"> <li>Establish a purposeful and safe learning environment for all pupils;</li> </ul>

	<ul style="list-style-type: none"> <li>Promote the general progress and well-being of individual pupils and of the group as a whole;</li> <li>Contribute to the preparation of action plans and other support mechanisms;</li> <li>Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved;</li> <li>Communicate effectively with parents of pupils, liaising with other staff as appropriate.</li> </ul>
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>Planning, Teaching and Class Management</li> </ul>	<p>Teach pupils so that they achieve their best by:</p> <ul style="list-style-type: none"> <li>Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;</li> <li>Positively targeting and supporting individual learning needs.</li> </ul>
<ul style="list-style-type: none"> <li>Tracking, Assessment, Recording, Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Make effective use of formative and summative assessment to plan challenging learning opportunities for all pupils;</li> <li>Monitor and record pupils' learning to ensure they remain on track to achieve challenging targets</li> <li>Report on progress to appropriate stakeholders.</li> </ul>
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>Personal Development</li> </ul>	<ul style="list-style-type: none"> <li>Continual development through the identification and implementation of your own Personal Development Plan.</li> </ul>
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<b>Education, Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>Teaching degree or postgraduate qualification</li> <li>Qualified Teacher status</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Recent relevant CPD particularly in relation to EYFS</li> <li>Evidence of further professional development in EYFS</li> <li>HK Teacher Registration</li> </ul>	Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>Minimum 2 years teaching experience</li> <li>A record of outstanding classroom practice in EYFS</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of involvement of EYFS transition</li> <li>Involvement in the implementation of whole school initiatives</li> </ul>	Desirable
<b>Knowledge &amp; Understanding</b> <ul style="list-style-type: none"> <li>Secure working knowledge of the EYFS, The National Curriculum and their assessment, recording and reporting requirements</li> <li>Knowledge of current education issues</li> <li>A thorough understanding of how children learn within EYFS and how this affects pupils</li> <li>Ability to provide a broad, balanced, relevant and creative EYFS curriculum</li> <li>Excellent classroom management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Clear competence of working with ICT</li> </ul>	Desirable

<b>Personal Skills</b> <ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills</li> <li>▪ Excellent organizational and time management skills</li> <li>▪ Ability to secure high standards of pupil achievement and behaviour in EYFS</li> <li>▪ Ability to demonstrate a positive attitude and to develop, and maintain, positive and supportive professional relationships with children, staff and parents</li> <li>▪ Ability to work as part of an effective team</li> <li>▪ An outstanding passion and drive for raising standards in teaching and learning</li> <li>▪ A strong commitment to support future development of the school and whole school improvement</li> <li>▪ A strong commitment to future personal and professional development</li> <li>▪ Positive, energetic, enthusiastic and resilient</li> <li>▪ Ability to maintain confidentiality</li> </ul>	<b>Essential</b>
<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>▪ 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.