

LOCATION	Fang Shan, Beijing
JOB TITLE	Leader of STEAM with IT & Computer Science
JOB PURPOSE	To develop, implement, and deliver the IT curriculum across the school and support the integration of STEAM experiences
REPORTING TO	Primary Leadership Team
DIRECT REPORTS	IT Technicians, Teaching Assistants
OTHER KEY RELATIONSHIPS	Curriculum Leader Assistant Head of Curriculum Assistant Head of Teaching & Learning Parents Students
PACKAGE	Competitive remuneration and benefits based on experience
CONFIDENTIALITY	During the course of your employment, you will see, hear, or have access to information on matters of a confidential nature relating to the work of the school or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.
Core Requirements of Post	
<p>In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> ▪ Foster an environment where pupils enjoy and respect Computing, and develop a love for design and coding; ▪ Design, implement and teach the IT curriculum according to the school guidelines; ▪ Work closely with subject teachers to ensure that IT is used across the curriculum; ▪ Work closely with teachers to ensure they have the appropriate training to carry out their roles and to support professional learning; ▪ Support the development of a meaningful and relevant digital competency framework; ▪ Understand the co-teaching and co-planning model for the implementation and inclusion of educational technology and STEAM elements in the curriculum; ▪ Co-plan and facilitate STEAM integration at the building level with teachers; ▪ Maintain the positive ethos and core values of the school, both inside and outside the classroom. 	
Planning, Teaching and Class Management	
<ul style="list-style-type: none"> ▪ Design and manage the IT curriculum throughout the Primary School; ▪ Ensure that planning, preparation, recording, assessment and reporting of IT meets students varying learning and social needs; ▪ Plan appropriately to meet the needs of all students taught, through differentiation of tasks; ▪ Set clear targets, based on prior attainment, for students' learning; ▪ Provide a stimulating classroom environment, where educational technology resources can be accessed appropriately by all students; ▪ Monitor and evaluate both the IT provision and its quality and use these findings to create actions plans for continuous improvement. 	
Tracking, Assessment, Recording, Reporting	
<ul style="list-style-type: none"> ▪ Make effective use of formative and summative assessment to plan challenging learning opportunities for all students; ▪ Set challenging and ambitious academic and personal targets for every pupil building on prior attainment; ▪ Monitor and record students' learning to ensure they remain on track to achieve personal targets; ▪ Regularly report on progress to appropriate stakeholders; ▪ Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching; ▪ Mark and monitor pupils' work and set targets for progress in accordance with the schools marking policy; ▪ Access and record pupils progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving using the schools systems. 	
Administration and Organisation	
<ul style="list-style-type: none"> ▪ Understand and implement: <ul style="list-style-type: none"> ▪ Regulations and correct procedures ▪ Emergency and evacuation procedures ▪ Health & Safety policies ▪ Safeguarding policies ▪ All curriculum policy ▪ Any other organisational policies or agreed procedures ▪ Establish, improve and maintain a purposeful and safe learning environment for all students which is conducive to learning; 	

- Be responsible for the safeguarding, health and wellbeing of pupils, actively promote the development of personal and social skills and provide emotional support in a way that accords with the pupils' age and level of development within the stated aims of the school;
- Actively promote English and Chinese language development through age-appropriate personalised learning activities.
- Establish effective working relationships with all staff, students and parents of NAS Beijing and set an excellent example through their presentation and personal and professional conduct;
- Contribute to the corporate life of school through effective participation in marketing events, meetings and management systems necessary to coordinate the management of the school;
- Operate a system of playground supervision according to Rota;
- Endeavour to take responsibility for lifelong learning, utilise Nord Anglia University and attend professional development courses;
- Co-operate with the whole staff in formulating and following a school improvement plan and in evaluating school performance;
- Attend staff meetings and additional meetings on request – support the decisions taken at those meetings and respect the confidentiality of the matters discussed;
- Lead and attend school assemblies according to Rota;
- Participate in an annual review of job descriptions and performance reviews;

Extra-Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week relating to IT and STEAM;
- Participate in residential weeks and other trips as appropriate.

Other Professional Requirements

- 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 School's Leadership Team

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher status	Essential
▪ Evidence of continual professional development	Desirable
Experience / Knowledge	
▪ Proven track record with at least two years' teaching experience	Essential
▪ Demonstrable evidence of adapting curricula to engage children and enable them to perform highly	Essential
▪ Knowledge and understanding of STEAM agenda	Desirable
▪ Experience of delivering an International Curriculum	Desirable
▪ Working in partnership with parents	Essential
▪ Significant achievements in the purposeful and innovative infusion of technology to enhance teaching and learning	Essential
▪ Experience of working with students who have EAL	Desirable
Skills	
▪ Excellent oral and written communication skills	Essential
▪ Professional knowledge of what constitutes high and standards in teaching and learning	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Ability to use a positive approach to promote excellent behaviour for learning	Essential
▪ Confident and competent in the use of IT, computing, design and coding	Essential
▪ Professional understanding of safeguarding within a school setting	Essential
▪ Ability to write reports, keep accurate records and communicate with a range of stakeholders effectively	Essential
▪ Ability to lead and manage others	Desirable
▪ A working knowledge of teaching children from culturally and ethnically diverse backgrounds	Desirable
▪ Awareness of enrichment programmes that support the STEAM curriculum	Desirable
Personal Attributes	
▪ Passionate about education and young people	Essential
▪ Ability to adapt and change with circumstances	Essential
▪ Ability to make and justify decisions	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Committed to equality	Essential
▪ Confident global citizen or a willingness to become one	Desirable
▪ Understand the complex and demanding environment of a bilingual school community	Desirable

OTHER CONDITIONS

Compliance with visa requirements for working in China

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

