

[INTERNATIONAL PRIMARY TEACHER] JOB DESCRIPTION

LOCATION	Nord Anglia School Nantong
JOB TITLE	International Primary Teacher
JOB PURPOSE	To perform subject teaching duties and relevant academic assignment
REPORTING TO	Co-principals of School
DIRECT REPORTS	Teaching Assistant if appropriate
OTHER KEY RELATIONSHIPS	Parents, Students
PACKAGE	Competitive

Core Requirements of the Post

To be an effective professional who demonstrates thorough curriculum knowledge, teaches and assesses effectively, takes responsibility for professional development and has pupils who achieve well through the Be Ambitious agenda that is a core Nord Anglia Education expectation.

The person appointed will:

- Inspire trust and confidence in students and colleagues;
- Build team commitment with colleagues and in the classroom engage and motivate pupils;
- Demonstrate analytical thinking;
- Improve the quality of students' learning;
- Contribute to the school improvement / development planning and promote the learning priorities of the school development plan;
- Contribute to the development and / or implementation of school policies;
- Use the student tracking and reporting process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Promote the wider aspirations and values of the school.

<u>KEY RESULT AREA</u>	<u>MEASURES OF PERFORMANCE</u>
Curriculum <ul style="list-style-type: none"> • Plan, prepare and deliver primary schemes of work in accordance with the academic programmes set out by the School. • Maintain a working knowledge of National and IB Curriculum documents. • Maintain records of pupils' progress including any statutory documents required by the Chinese Department for Education and reports for Nord Anglia Education 	<ul style="list-style-type: none"> • Pupil achievement measures • Standardised testing • Parental satisfaction

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<ul style="list-style-type: none"> • Write reports to parents as and when required and conduct termly interviews with parents to discuss and explain their child's performance and progress in school. • Provide and maintain an attractive and stimulating environment in which to foster effective teaching and learning in line with the school's detailed display policy. • Monitor progress and effectiveness of class work and to evaluate and modify as necessary. • Be part of a curriculum subject working party that ensures consistency across the school. 	<ul style="list-style-type: none"> • Student re-enrolment in the school • Performance Management • Lesson Observation and work scrutiny
<p>Safe-guarding and Well-being Duties</p> <ul style="list-style-type: none"> • Be aware of the physical and emotional well-being of pupils and the need to respond to particular situations. • Comply with and assist the School in the implementation of any rules and regulations which the school may from time to time issue to ensure the efficient operation of the school and the welfare and interests of its students and employees. • Liaise with other agencies eg school nurse, educational psychologist as required. 	<ul style="list-style-type: none"> • Health and Safety of pupils • Parental satisfaction – including through parent surveys • Operation of various support mechanisms
<p>Administration and organisation</p> <ul style="list-style-type: none"> • Understand and implement: <ul style="list-style-type: none"> ➢ Regulations and correct procedures ➢ Emergency and evacuation procedures ➢ Health and Safety policies ➢ Child Protection policy ➢ All curriculum policies ➢ Any other organisational policies or agreed procedures ➢ To conduct standardised or other tests when required and document pupils' performance • Attend and participate in weekly staff meetings and also on other occasions when required eg team planning meetings, support the decisions taken at those meetings, and respect the confidentiality of the matters discussed • Attend and participate in training days 	<ul style="list-style-type: none"> • Compliance with school and company policies and procedures • Contribution to wider school ECA activities

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| <ul style="list-style-type: none"> • Supervise playtimes, lunchtimes and After School Activities when required • Supervise after school matches or concerts when required • Supervise pupils in assemblies when required and lead a class assembly for parents • Supervise and lead: <ul style="list-style-type: none"> ➤ Teaching Assistants ➤ Students ➤ Voluntary Helpers • Liaise with colleagues enabling satisfactory transfers of children within school and to and from others • Endeavour to have and to foster good harmonious working relations with all staff, pupils and parents of Nord Anglia School Nantong. • Fulfil the working hours stated in the Employee contract. • Support and represent the school whilst on site and also in the wider community and always be a good ambassador for NAS Nantong and Nord Anglia Education. • To undertake any other reasonable requests by the Head teacher or other line manager | |
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<p>Personal Development</p> <ul style="list-style-type: none"> Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> Improved performance Performance appraisal Personal Development Plan
<p>OTHER</p> <ul style="list-style-type: none"> Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> ➤ 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 Executive Leadership Team 	

PERSON SPECIFICATION

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Qualifications/Training	
▪ Qualified teacher with relevant international certificates and credentials	Essential
▪ 3-6YR PQE+ Experience	Essential
Experience / Knowledge	
▪ Minimum of 2 years teaching experience	Essential
▪ Understanding of safeguarding and child protection procedures	Essential
▪ Knowledge and understanding of the New National Curriculum and the changes this entails	Essential
▪ Effective behaviour management strategies	Essential
▪ Detailed understanding of assessment and how to interpret and use the data effectively	Essential

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▪ Adapts teaching to respond to the strengths and needs of all pupils	Essential
▪ Has high expectations which inspire, motivate and challenge pupils	Essential
▪ Proven track record of ensuring good progress and outcomes for pupils	Essential
Skills	
▪ Ability to use ICT to effectively engage pupils	Essential
▪ Evidence of good, successful teaching	Essential
▪ An understanding of how to use assessment to inform planning for good teaching and learning	Essential
▪ Evidence of good classroom management skills	Essential
▪ Creates a happy, challenging and effective learning environment	Essential
▪ Involvement and commitment to all aspects of school life	Essential
Personal Attributes	
<ul style="list-style-type: none"> ▪ 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 	
Philosophy and Values	
<p>We are ambitious for our students, our people and our family of schools. We believe that:</p> <ul style="list-style-type: none"> ▪ 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. <p>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</p>	<ul style="list-style-type: none"> ▪ Role-model the 'Be Ambitious' philosophy each day ▪ Feedback as a valued member of the team and the wider organisation

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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.

Promotes 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

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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.

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