

JOB DESCRIPTION

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS (Singapore), to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Junior School Class Teacher
Classification	Academic
Reporting to	Vice Principal (Head of Junior School)
Duties and Responsibilities	<ol style="list-style-type: none">1. To be responsible for, and teach, a class of students in a variety of subject areas2. Completing weekly planning of lessons that are inspiring and challenging, and emphasise content as well as concepts and skills, including preparation of resources3. Daily liaison with other staff such as TAs, ESL assistants and Junior School coordinators4. Setting regular assessments with an awareness of each student's capabilities and recording attainments5. Reporting and providing regular feedback on student's progress to senior staff and parents at designated times in the term and year6. Showing commitment to and embracing the NLCS ethos through understanding and living the core values of the school as stated through the aims of the school, both inside and outside the classroom7. Maintaining good order and discipline amongst students and following, promoting and adhering to the rewards and sanctions policy and all other aspects of the school's behaviour policy8. Participating in meetings which relate to the school's management, curriculum, administration or organisation9. Ensuring that displays, both inside and in the immediate area outside the classroom, are vibrant, colourful and can be used at the relevant times interactively10. Participating in the performance management system for the appraisal of their own performance or that of other teachers.11. Undertaking pastoral duties and support students on an individual basis through academic or personal difficulties12. Participating in and organising extracurricular activities, such as outings

	<p>and sporting events (e.g. Sports Day)</p> <p>13. Participating in regular in-service training (INSET) opportunities as part of continuing professional development (CPD)</p> <p>Safeguarding</p> <p>14. Abiding by the school safeguarding policy and keeping abreast of any changes</p>
Last JD Reviewed	<p>Date:</p> <p>By:</p> <p>Signature:</p>