

LOCATION	<b>The British international school of Charlotte</b>	
JOB TITLE	<b>Primary Class Teacher</b>	
JOB PURPOSE	<p>To provide consistently high quality, well planned and effectively executed teaching and learning opportunities for students in Key Stage 1, so that all students make outstanding progress that is personal to them and grow as caring global citizens.</p> <p>To be an active member of the school team, promoting its vision, values and core purpose.</p> <p>To be an effective ambassador within the school and wider community and establish positive lines of communications between all stakeholders.</p>	
REPORTING TO	Head of Primary Phase	
DIRECT REPORTS		
OTHER KEY RELATIONSHIPS	<p>Students</p> <p>Parents and prospective families</p> <p>School's leadership team</p> <p>Principal</p>	
KEY RESULT AREA		MEASURES OF PERFORMANCE
<p><b>Quality Learning and Student Standards</b></p> <p>This role requires an effective professional who demonstrates thorough knowledge of Primary education. They will take overall responsibility for delivering high learning outcomes for all students through engaging and purposeful lessons both inside and outside the classroom. They will be skilled in constructing a well-designed and appropriate curriculum; form detailed plans that ensure differentiated learning opportunities for all; use a variety of approaches to assessment and create a nurturing and motivational learning environment which meets the needs of all students. In addition, this role requires a professional that has a growth mind set for their own learning and takes a proactive approach to their professional development.</p> <p>In fulfilling the requirements of the post, they will demonstrate essential professional characteristics, and, in particular, will:</p> <ul style="list-style-type: none"> <li>• Be secure in the knowledge of curricula content, skills, assessment and age appropriate delivery.</li> <li>• Have an up to date knowledge of the Keys Stage 2 curriculum</li> <li>• Ensure consistent high quality curriculum delivery and learning outcomes for students.</li> <li>• Maintain high standards in planning, classroom delivery and the use of assessment.</li> <li>• Be committed to creating a stimulating learning environment for the students.</li> <li>• Enable learning that meets individual students' needs</li> <li>• Ensure analysis of data is thorough to monitor student improvement</li> <li>• Work with others in setting and monitoring challenging learning goals, both academically and personally that are ambitious for all learners,</li> <li>• Work collaboratively with other members of the team, including occasionally taking a leading role, to develop and implement policies and practices that seek to improve learning for all students, develop effective organization and managements systems and that lead to overall school improvement.</li> <li>• Work in partnership with parents to ensure that high quality and consistent delivery of the curriculum in school and at home to enable continuous learning, so that learners achieve ambitious goals that are personal to them.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan</li> <li>▪ Student Outcomes</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure that The British International School of Charlotte and Nord Anglia Education Group policies and local regulatory requirements for the curriculum, school premises, health and safety and well-being of staff and students are known, understood and followed.</li> <li>• Participate fully in the life of the school, including running extracurricular activities over three terms and participating in educational visits and trips, including residential visits, school functions and events as needed.</li> </ul>	
<p><b>Professional Duties</b></p> <ul style="list-style-type: none"> <li>• Planning and preparing courses and lessons;</li> <li>• Teaching the students assigned to them according to their respective educational needs, including the setting and marking of work to be carried out by the students in the school and elsewhere;</li> <li>• Assessing, recording, and reporting on the development, progress and attainment of students.</li> <li>• Providing guidance and advice to students on educational and social matters and the making of all related records and reports;</li> <li>• Keeping records and reports on the educational, personal and social needs of students;</li> <li>• Communicating and consulting with the parents of students;</li> <li>• Communicating and cooperating with persons or bodies outside the school as may be authorized or required by the Principal;</li> <li>• Participating in meetings arranged for any of the purposes described above;</li> <li>• Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;</li> <li>• Participating in any arrangements for the appraisal of the employee’s own performance and the performance of the school;</li> <li>• Reviewing methods of teaching and programmes of work, and participating in arrangements for further training and professional development;</li> <li>• Advising and cooperating with the Leadership Team and other employees on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, and assessment and pastoral arrangements;</li> <li>• Maintaining good order and discipline among the students and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;</li> <li>• Participating in meetings at the school that relate to the school’s curriculum or the administration or organisation of the school, including pastoral arrangements;</li> <li>• Take part in the review, development, and management of activities relating to the curriculum, organisation and pastoral functions of the school;</li> <li>• Participating in administrative and organisational tasks related to such duties as are described above, including providing support for the employees in the school and the ordering and allocation of equipment and materials;</li> <li>• Attend and lead assemblies, performances, parents’ meetings, curriculum evenings, school trips (day or residential) and registering the attendance of students and supervising students, whether these duties are to be performed before, during, or after school hours as directed by the Principal;</li> <li>• Carry out any other duty that is deemed reasonable within the terms of the employee’s contract, as requested by the Principal.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan</li> <li>▪ Student Outcomes</li> </ul>

<p>In addition to the requirements set out above, work such additional hours as may be needed to enable him/her to discharge effectively her/his professional duties.</p>	
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved performance</li> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan</li> </ul>
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>▪ Promote and embodies <i>The CORE 7 Leadership Capabilities</i>: <ol style="list-style-type: none"> <li>1. <b>Accountable</b> – Establishes a high performing culture and accepts accountability for organisational performance.</li> <li>2. <b>Strategic</b> – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction</li> <li>3. <b>Collaborative</b> – Works collaboratively with others to achieve organisational outcomes</li> <li>4. <b>Entrepreneurial</b> – Creates organisational value for diverse stakeholders and achieves commercial success</li> <li>5. <b>Enabling</b> – Drives excellence through valuing and developing others</li> <li>6. <b>Agile</b> – Achieves personal and organisational success within a changing, dynamic and complex environment</li> <li>7. <b>Resilient</b> – Demonstrates personal resilience within a demanding environment of high expectations</li> </ol> </li> <li>▪ 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</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils.</li> <li>▪ Willingness to undertake appropriate child protection training when required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valued member of the team and organisation</li> </ul>