

EARLY YEARS CLASS TEACHER JOB DESCRIPTION

LOCATION	The British International School of Chicago, Lincoln Park
JOB PURPOSE	To provide high quality teaching, learning and pastoral experiences for a class of Early Years children
REPORTING TO	Head of Year
DIRECT REPORTS	None
OTHER KEY RELATIONSHIP	Primary Leadership Team, Subject Leaders, Department Heads, IEYC Leader

KEY RESPONSIBILITIES

1. The pastoral care, safety, behaviour and safeguarding of a class of Early Years Children (either Nursery or Reception)
2. Ensure that the children in your class feel happy, safe and secure and support those children who aren't
3. Provide excellent learning opportunities and robust responsive teaching which promotes progress
4. Ensure productive parent relationships through excellent face to face communications, email, Brightwheel, reports and regular contributions to school communications
5. Work with, direct and support Learning Assistants to improve children's learning opportunities
6. Demonstrate good subject knowledge and proactively upskill this knowledge to ensure children develop and achieve their Early Years Learning Goals
7. To make and utilize high quality observations
8. Take an active role in your own Professional Learning and Development through involvement in Teacher Learning Communities, Staff Meetings, external PLD opportunities and Nord Anglia University
9. To participate in the schools Quality Assurance process at regular intervals throughout the academic year
10. Implement school policies relevant to pastoral care, behaviour, teaching & Learning and safeguarding within your class
11. To arrange and promote trips, visitors, activities and events for your class
12. To liaise with admissions to transition new children into your class
13. To teach a set timetabled number of periods per week as directed by the Senior Leadership Team
14. Any other tasks as directed by the Principal and/or the school's leadership team

PERSONAL SPECIFICATIONS – Skills Knowledge and Experience

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| <ul style="list-style-type: none"> ▪ A degree from an institution of higher learning ▪ A recognised teaching qualification ▪ At least three years Teaching Experience ▪ A recognised teaching qualification | Essential |
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<ul style="list-style-type: none"> ▪ At least three years Teaching Experience ▪ Experience of teaching within the Early Years Foundation Stage ▪ Ability to demonstrate a clear track record of high quality pastoral care ▪ Clear understanding of how children develop over the first five years of their lives and how this affects the ways in which they learn ▪ Demonstrate a clear understanding of Development Matters and the English Early Years Foundation Stage Framework ▪ High expectations of children’s behaviour, social development and academic outcomes ▪ Foster strong home-school links ▪ Integrate technology into the classroom experience to enhance and extend the learning of students ▪ Successfully teach students using technology in a virtual/hybrid environment 	
<ul style="list-style-type: none"> ▪ Experience of using Read Write Inc. Phonics and White Rose Mathematics ▪ Experience of the International Early Years Curriculum 	Desirable

Personal Attributes

- 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

Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in the USA
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

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.
- Student wellbeing should be valued and nurtured

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

- Be a positive role-model of our educational values each day
- Feedback as a valued member of the team and the wider organisation