



## PRIMARY CLASS TEACHER JOB DESCRIPTION

<b>LOCATION</b>	British International School – Ho Chi Minh City
<b>JOB PURPOSE</b>	To provide creative and stimulating lessons that provide opportunities for all students to learn and make good progress
<b>REPORTING TO</b>	Primary Headteachers, Deputy Headteachers, Assistant Headteachers and Head of Year
<b>DIRECT REPORTS</b>	Head of Year
<b>OTHER KEY RELATIONSHIP</b>	Teaching Assistants, Subject Specialist Teachers, Curriculum and Assessment Leaders (CALs), Learning Support and EAL Teachers

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>▪ Be the first point of contact and provide pastoral care to children.</li> <li>▪ Contacting parents on academic or social matters, including follow up on reports, parents’ meetings etc.</li> <li>▪ Be involved in the organisation and delivery of primary events, festivals, House events, assemblies, special focus weeks and Parent Teacher Group (PTG) committees</li> <li>▪ Contribute to the provision of subject or Year Group related day trips</li> <li>▪ Contribute to BIS Weekly Update articles</li> <li>▪ Offer exciting Co-Curricular Opportunities that meet the needs of the student cohort</li> <li>▪ Supervise students on a duty rota</li> <li>▪ Be responsible for personal health and safety and know how to report H&amp;S concerns</li> <li>▪ Liaise with Head of Year, Deputy Head and HOC regarding any students of concern</li> <li>▪ To Know the reporting procedures to follow in case of a Child Protection issue</li> </ul>	<p>Parents feel part of the learning process.</p> <p>The teacher plays an active part in a wide range of the life of the school, both in and out of the classroom</p> <p>The school operates in a safe and organised manner</p>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>▪ To promote high standards of work amongst the students</li> <li>▪ To manage discipline issues that occur in the classroom</li> <li>▪ Liaise with Learning Support regarding provision mapping of Individual Education Plans for students.</li> <li>▪ Liaise with EAL regarding further support required for students</li> <li>▪ Maintain good quality display in classrooms and public areas which relate to the children’s learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student attainment meets or exceeds targets</li> </ul>



<ul style="list-style-type: none"> <li>▪ Provide students with appropriate information that allows them to know where they are and what they need to do to improve</li> <li>▪ Provide assessment data as required by Subject Leaders, CALs and Assistant Heads for tracking</li> </ul>	
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>• Plan interesting, learning focussed lessons</li> <li>• Teach according to the needs of the students in the class, differentiating for varying abilities</li> <li>• Have an ability to integrate technology across all subject areas</li> <li>• Be ambitious and reflective across all aspects of teaching</li> <li>• Sharing good practice with other colleagues</li> <li>• Ensure effective communication with class TAs</li> </ul>	<ul style="list-style-type: none"> <li>▪ The delivery of lessons that are good or outstanding</li> </ul>
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>▪ Playing a full part in internal and external CPD opportunities including staff meetings</li> <li>▪ Liaise with Heads of Year to contribute to an annual Improvement Plan and requisition</li> <li>▪ Take into account the identified whole school and campus priorities for the year and work as part of the year group to implement any necessary changes and developments identified.</li> <li>▪ Any other reasonable task assigned by the Principal or Head of Campus</li> </ul>	
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<b>Qualifications/Training</b>	
<ul style="list-style-type: none"> <li>▪ Degree plus teaching qualification</li> </ul>	Essential
<b>Experience / Knowledge</b>	
<ul style="list-style-type: none"> <li>▪ Good working knowledge of the English National Curriculum</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Outstanding classroom practice</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organisation, differentiation and learning strategies</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ International Experience</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>▪ Experience of teaching/Knowledge of the IPC (International Primary Curriculum)</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>▪ Knowledge of EAL in the mainstream</li> </ul>	Desirable
<b>Skills</b>	
<ul style="list-style-type: none"> <li>▪ Able to work as part of a team</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ High level of IT competence</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Use of ISAMS/Seesaw</li> </ul>	Desirable
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>▪ High levels of personal integrity</li> <li>▪ Conscientious and able to focus on completing work to a consistently high standard</li> <li>▪ Flexible and positive approach to work</li> <li>▪ Excellent organisational and time-management skills; high attention to detail</li> </ul>	



- 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
- Commitment to developing own practice
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement
- Sense of Humour

### 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 Vietnam.
- 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.

**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.

- Feedback as a valued member of the team and the wider organisation