

## **Early Years and Primary Teacher/Lead Learner Job Description**

*A Unique Learning Adventure*

**Our mission is to ignite a passion for learning, from our hearts, to others, for the world.**

### **Responsible to:**

PYP coordinator/Pedagogical Leader

Head of Early Years or Primary School as appropriate

To take full professional responsibility for a class, fulfilling a balanced educational programme following the school's curriculum guidelines, schemes of work, and policies. To be responsible for the care, welfare and learning of the class and bring individual expertise to the classroom.

### **Professional Knowledge**

To have a secure professional pedagogical knowledge and understanding and to be familiar with current educational practice and developments.

To know and understand the school's curriculum and the IBO Primary Years Programme.

### **Planning**

To be responsible for the planning, preparation, organisation of pupil learning based on appropriate curriculum documentation and knowledge of pupils' needs; work collaboratively to keep medium and short-term planning which promotes an integrated curriculum.

To plan well-paced, daily lessons that take into account different learning styles and the differing levels of each child's academic, emotional and cognitive development and use the effective deployment of teaching assistants and other professionals.

Plan for children to learn in and out of school contexts such as school visits, museums, theatres, field work etc.

### **Practice**

To use a range and balance of teaching strategies carefully selected for effectiveness and the needs of the group.

To engage in daily practice consistent with the philosophy of the school, emphasising an inquiry-based approach, leading to the development of the IBO's learner profile.

To manage the class in a way that children are motivated and active participants in the learning process, developing autonomy and respect towards themselves and others.

To create an organised and stimulating learning environment where the environment is a tool for learning

### **Assessment**

To use a range and balance of purposefully selected assessment strategies in line with the school's assessment policy to evaluate pupils' progress. Subsequently use this information to improve planning, learning and teaching.

To keep appropriate and systematic records of each pupil's development and achievement, to provide evidence of the range of their work and progress over time.

To identify and support more able pupils, those who are failing to achieve their potential in learning, and those who experience behavioural, emotional and social difficulties.

### **Reporting**

To keep parents informed of the progress and attainment of their children and communicate and advise on the particular needs of the child if necessary.

To hold parent-teacher meetings, both scheduled and non-scheduled according to the needs of the child and the schedule of the school. To keep a record of these meetings.

To write informative and accurate reports.

### **Pastoral**

To liaise on pastoral care, organisational and curriculum matters with support teachers and subject specialists in order to ensure that all pupils are achieving their full potential.

To develop and promote pupils' strengths and talents.

Additional responsibilities outside the classroom

To offer at least one ECA and perform lunch and playground duties.

To actively engage in interaction with pupils outside the class.

### **School and Professional Development**

To actively contribute towards the school development plan.

To attend regular planning and staff meetings during school hours and after school when required.

To take part when required in staff or school meetings and in the Professional Development Programme on specified days during the scholastic year.



Full confidentiality is expected at all times. School affairs should not be discussed outside the school with others than those directly involved with and responsible for teaching and learning

This job description will be reviewed from time to time as might be necessary according to the changing needs of education and the school.

Nicholas Thody

This job description will be reviewed as necessary according to needs.