

## INTERNATIONAL PRIMARY TEACHER JOB DESCRIPTION

<b>LOCATION</b>	NAS Ningbo, Fenghua	
<b>JOB PURPOSE</b>	To teach a class of students, ensuring that planning, preparation, recording, assessment and reporting meet their varying learning, personal and social needs.	
<b>REPORTING TO</b>	Head of International Primary Curriculum	
<b>DIRECT REPORTS</b>	NA	
<b>OTHER KEY RELATIONSHIPS</b>	Internal: <ul style="list-style-type: none"> <li>▪ Teachers, School leadership team</li> </ul>	External: <ul style="list-style-type: none"> <li>▪ Parents and guardians, Students</li> </ul>
<b>KEY RESULTS AREA</b>	<b>PERFORMANCE MEASUREMENT</b>	
<p><b>In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:</b></p> <ul style="list-style-type: none"> <li>▪ Inspire trust and confidence in students, colleagues and parents</li> <li>▪ Engage and motivate students</li> <li>▪ Continually strive to develop the quality of students' learning</li> <li>▪ Use school assessment and self-evaluation processes to advance student learning and enhance professional practice in line with the school's aspirations and priorities</li> <li>▪ Contribute to school improvement planning and promote the learning priorities of the school improvement plan</li> <li>▪ Promote the wider aspirations and values of the school</li> </ul> <p><b>Planning, Teaching and Class Management</b></p> <ul style="list-style-type: none"> <li>▪ Undertake responsibilities of a Homeroom Teacher</li> <li>▪ Plan, prepare and deliver units of work in accordance within the academic programmes set out by the school</li> <li>▪ Liaise closely with other year group colleagues, to ensure learning and teaching is well planned and the highest quality and standards are achieved</li> <li>▪ Identify clear teaching objectives, specifying how they will be taught and assessed</li> <li>▪ Set tasks, which challenge students and ensure high levels of interest</li> <li>▪ Set appropriate and demanding expectations for all students</li> <li>▪ Provide clear structures for lessons, maintaining pace, motivation and challenge</li> <li>▪ Use a variety of teaching methods and match approach to content, structure and information</li> <li>▪ Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught</li> </ul>		

- Identify AEN, (Additional Educational Needs) including very able pupils
- Be responsible and proactive in own self development and evaluate their own teaching critically to improve effectiveness
- Embrace new technologies and use ICT in an interactive way to inspire our students
- Develop students' thinking skills and encourage 'student voice'
- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning, alongside experiential learning, problem solving, and active participation
- Monitor and intervene to ensure sound learning and discipline through 'Assertive Discipline' techniques
- Lead and manage a support staff team within the classroom, ensuring the appropriate deployment of colleagues
- Support Nord Anglia Education collaborations to enhance the curriculum.
- Be aware of the physical and emotional well-being of students and the need to respond to particular situations
- Liaise with other agencies e.g. school nurse, AENCO and Educational Psychologist as required.

### **Tracking, Assessment, Recording, Reporting**

- Make effective use of formative and summative assessment to plan challenging learning opportunities for all students
- Set challenging and ambitious academic and personal targets for every pupil building on prior attainment
- Monitor and record students' learning to ensure they remain on track to achieve personal targets
- Regularly report on progress to appropriate stakeholders
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress in accordance with the schools marking policy
- Access and record pupils progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving using the school's systems

### **Administration and Organisation**

- Understand and implement:
  - Regulations and correct procedures
  - Emergency and evacuation procedures
  - Health & Safety policies
  - Safeguarding policies
  - All curriculum policy
  - Any other organisational policies or agreed procedures
- Establish, improve and maintain a purposeful and safe learning environment for all students which is conducive to learning
- Be responsible for the safeguarding, health and wellbeing of pupils, actively promote the development of personal and social skills and provide emotional support in a way the accords with the pupils' age and level of development within the stated aims of the school
- Actively promote English and Chinese language development through age-appropriate personalised learning activities
- Establish effective working relationships with all staff, students and parents of NAS Beijing and set an excellent example through their presentation and personal and professional conduct

- Contribute to the corporate life of school through effective participation in marketing events, meetings and management systems necessary to coordinate the management of the school
- Operate a system of playground supervision according to rota
- Endeavour to take responsibility for lifelong learning, utilise Nord Anglia University and attend professional development courses
- Co-operate with the whole staff in formulating and following a school improvement plan and in evaluating school performance
- Attend staff meetings and additional meetings on request – support the decisions taken at those meetings and respect the confidentiality of the matters discussed
- Lead and attend school assemblies according to rota
- Participate in an annual review of job descriptions and performance reviews

### **Extra-Curricular Activities**

- Support the life of the school beyond the classroom
- Lead one or more agreed after school activities each week
- Participate in residential weeks and other trips as appropriate

### **Other Professional Requirements**

- Promote and adhere to the Company Vision and Values:
  - **Opportunity** - For us, opportunities need to be meaningful, about achieving potential and making progress.
  - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
  - **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
  - **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation
- 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
- Any other appropriate duties as allocated by the School's Leadership Team

## **PERSONAL SPECIFICATIONS**

- Qualified to Bachelor's degree level or above
- Qualified Teacher status
- Evidence of continual professional development
- Proven track record with at least two years' teaching experience
- Demonstrable evidence of adapting curricula to engage children and enable them to perform highly
- Experience of delivering an International Curriculum
- Working in partnership with parents
- Experience of working with students who have EAL
- Excellent oral and written communication skills
- Professional knowledge of what constitutes high and standards in teaching and learning
- Ability to engage children and enable them to perform highly
- Ability to use a positive approach to promote excellent behaviour for learning
- Confident and competent in the use of ICT
- Professional understanding of safeguarding within a school setting
- Ability to write reports, keep accurate records and communicate with a range of stakeholders

effectively

- Ability to lead and manage others
- A working knowledge of teaching children from culturally and ethnically diverse backgrounds
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Results orientated with the ability to consistently map efforts against identified KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.
- You'd like to work in a purpose-led sector.

## PERSONAL ATTRIBUTES

As our teammate, here's what we expect:

- You love being part of a team – it's what gets you up in the morning.
- You'll run it like you own it – you take huge pride in your work and your relationships.
- You're resilient – you'll speak up and speak the truth.
- You get the job done – to outstanding levels of quality, every time and always to the deadline.
- You're humble – you'll know what you're great at and where you're not quite so strong.
- You're a listener – you'll hear what people say so you understand what's being asked.
- You're calm under pressure – you'll keep cool when the going gets tough and know when to slow down your thinking.
- Entrepreneurial – you'll always find opportunities to do things differently and better.

## CREATE YOUR FUTURE

We're [Nord Anglia Education](#), one of the world's largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.

## **Acknowledgement and Acceptance**

### **知晓并同意**

I hereby acknowledge that I have received a copy of the role I am expected to perform. I have read and understood my responsibilities as they pertain to my role and agree to carry them out. I also understand that it is not the intent of this role description to cover all aspects of the role but to highlight the most important areas of responsibility. From time to time, my role description may change or I may be asked to perform reasonable duties outside of this scope, by which I am expected to abide.

我确认已收到一份该工作职责描述。我已通读并知晓所承担之工作职责，并保证将之予以实施。我亦清楚此工作职责描述旨在突出该职位最重要的职责，并非涵盖所有要求。随着时间的推移，我的工作职责可能将被调整，或者我会被要求承担此工作职责范围之外的其它职责，对此我并无异议。

Employee Name:

Signed:

Date:

Approved by: