



<b>Position</b>	Early Years PYP Teacher
<b>Report to</b>	<b>Director of Teaching and Learning/Head of School</b>
<b>Station</b>	Dongxanghin, Xaythany District, Vientiane Capital – Laos

## Overall:

The primary responsibility of an Early Years Teacher is to collaboratively plan and deliver instruction for the Units of Inquiry in the classroom. Early Years Teachers must consider various learning styles and abilities when developing these plans and adjust them as needed. They are also required to follow the school's assessment policy and adhere to the Essential Agreements.

## Responsibility:

- Collaboratively plan and teach the units of inquiry.
- Present subject matter utilizing range of teaching materials and techniques.
- Guide discussions and supervise work in class.
- Assess progress in oral and written work using a variety of formative and summative assessments.
- Encourage personal development by supporting students to utilize and develop all capabilities.
- Maintain and update attendance records as well as school discipline.
- Be involved in staff meetings along with educational conferences and workshops.
- Conduct extra-curricular activities like supporting school concerts, sport, and excursions along with special interest programs.
- Organize classroom as well as learning resources to develop positive learning atmosphere.
- Plan, prepare and present lessons catering to needs of entire ability range within classes.
- Motivate students with enthusiasm and imaginative presentation.
- Prepare and facilitate positive student development.
- Provide prompt attendance at meetings and carry out assigned duties with diligence.
- Provide 3 terms of after school activities during the 4 term year (Tuesday / Thursday)

## **Work Experience Requirements**

### **Core skills**

- Developing engaging lesson plans and curricula
- Assessing students' abilities and development
- Implementing activities to stimulate student learning
- Supervisory skills
- Team building skills
- Time management skills
- Communication skills with parents and guardians

**Experience = 2 years or more**

## **Education Requirements**

- Bachelor degree in Education the subject of specialization
- Teaching certificate from host country

*Job descriptions are reviewed on a regular basis and are revised to reflect the changing role and the priorities from time to time or as required.*