

**PRIMARY CLASS TEACHER
JOB DESCRIPTION**

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| LOCATION | Nord Anglia School Jakarta, Indonesia |
| JOB TITLE | Primary Teacher |
| JOB PURPOSE | To support the Leadership Team in fulfilling the school's mission statement by delivering a high-quality education to our students. |
| REPORTING TO | Principal, Deputy Head |
| OTHER KEY RELATIONSHIP | Learning Assistant, Subject Specialists, Teachers in the Primary |

| KEY RESULT AREA | |
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| Learning and Teaching | |
| <ul style="list-style-type: none"> • Promote the mission and philosophy of the school, ensuring that children are working towards being true international citizens; • Ensure that planning, preparation, recording, assessment and reporting are of the highest quality and meet the varying learning and social needs of children; • Be flexible and adjust to the needs of the school, actively contributing to its development plans and growth; • Implement agreed policies and developments; • Demonstrate thorough curriculum knowledge, teach and assess effectively; • Make effective use of formative feedback and summative assessment to plan challenging learning opportunities for all children; • Monitor and record children's' learning to ensure they remain on track to achieve challenging targets; • Complete written reports, organise parent consultation and briefing meetings as appropriate to school stakeholders. • Set high expectations for student's behaviour, establishing and maintaining a good standard of behavior management; • Communicate effectively the school's narrative, being an ambassador for our school at all times. | |
| Planning and Preparation | |
| <ul style="list-style-type: none"> • Demonstrate good subject knowledge and familiarity with the Primary Curriculum (English National Curriculum) and IPC (International Primary Curriculum); • Planning shows clear understanding of year group expectations and leads to progression within lessons and over sequences of lessons; • Planning for learning is differentiated so that all students are suitably challenged to develop higher level skills and, when appropriate, learners are encouraged to explore, enquire, seek clarity, and think critically and imaginatively; • Resources, including collaboration with TLAs, are well chosen, utilised and deployed for positive impact on learning outcomes; • The learning environment is well maintained and supports the children's learning. | |

| Professional and Personal Development | |
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| <ul style="list-style-type: none"> • Commit to continual development through the identification and implementation of your own Personal Development Plan. • Understand the need to take responsibility for your own professional development and keep up to date with research and development in pedagogy as relevant to your role. • Set a good example to students in the way that you conduct yourself within and beyond the school. • Evaluate your own teaching critically and use this to improve your practice. | |
| PERSONAL SPECIFICATIONS – Skills Knowledge and Experience | |
| <ul style="list-style-type: none"> • Bachelor’s Degree • Teaching Qualification • Has qualified teacher status (UK) | <p>Essential Essential Desirable</p> |
| <ul style="list-style-type: none"> • Native English speaker • Proven track record and 5 years teaching experience • Knowledge of the relevant aspects of the UK National Curriculum • Experience with the International Primary Curriculum • Excellent oral and written communication skills • Ability to engage children and enable them to achieve highly | <p>Essential Essential Desirable Desirable Desirable Essential Essential</p> |
| Personal Attributes | |
| <ul style="list-style-type: none"> • 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 | |
| <ul style="list-style-type: none"> • 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 Indonesia. • 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.

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

- Role-model the ‘Be Ambitious’ philosophy each day
- Feedback as a valued member of the team and the wider organisation