

PRIMARY CLASS TEACHER

JOB DESCRIPTION

LOCATION	NAS Beijing			
JOB PURPOSE	<p>You'll help us teaching English Language and Thematic Learning in Primary School.</p> <p>As a genuine team-player, you'll work across our school academic team, admin teams and regional office to improve the ability, expertise and training to teach English Language and Thematic Learning in primary school.</p> <p>Everything we do is connected to our vision to create a generation of resilient and creative global citizens who will change our world for the better.</p>			
REPORTING TO	Co-Principals			
DIRECT REPORTS	NA			
OTHER KEY RELATIONSHIPS	Internal: Year Level, Section, Division, School Improvement Teams	External: Students, Parents		
KEY RESULTS AREA	PERFORMANCE MEASUREMENT			
ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY				
<ul style="list-style-type: none"> Promote the mission and philosophy of the school. Establish a safe, purposeful learning environment for all students. Promote the progress and well-being of all students. Engage and motivate the students to be ambitious for themselves and others. Supervise students in and out of classroom activities as part of the regular curricular and extra-curricular school programmes. Participate in extra-curricular duties that assist in growing the school 				
LEARNING AND TEACHING				
<ul style="list-style-type: none"> Be an outstanding teacher, learner, motivator and communicator with excellent interpersonal skills. Inspire students to be passionate, curious and excited learners. Set consistently high standards for themselves and students. Develop effective approaches to learning in students. 				
<ul style="list-style-type: none"> Promotes excellence, equality, collaboration and high expectations for students. Represents the school's values in every interaction with students and parents. Acts as an advocate for the school in the wider community 				

<ul style="list-style-type: none"> ▪ Monitor, evaluate and develop teaching. ▪ Assist the students to become independent, life-long learners. ▪ Make effective use of resources and ensure improved standards of learning, high performance and achievement for all students. ▪ Link student's knowledge to earlier learning whilst developing ways to encourage it further 	<ul style="list-style-type: none"> ▪ Creates a culture of learning and manages student behaviour to ensure an environment of respect and collaboration
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PLANNING AND PREPARATION

<ul style="list-style-type: none"> ▪ Plan effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom ▪ Identify and supporting individual learning needs. ▪ Able to use technology in day-to-day teaching and enable technology learning in the classroom. ▪ Develop and organise the classroom learning environment effectively. ▪ Be able to inspire mixed culture and ability classes, by creating challenging and engaging learning opportunities for all students. ▪ Have the ability to manage a diverse and demanding workload. 	<ul style="list-style-type: none"> ▪ Sets clear learning outcomes. ▪ Demonstrates expertise in content/discipline with the ability to translate into coherent instruction. ▪ Designs schemes of work, lesson plans, activities and assessments that are aligned to the school's curriculum and that are ambitious and engage students, in collaboration with other Science Department team members
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PROFESSIONAL AND PERSONAL DEVELOPMENT

<ul style="list-style-type: none"> ▪ Commitment to further professional development. ▪ Actively participate in curriculum and other professional developmental programmes. ▪ Maintain professional competence through in-service education and performance management activities. ▪ Manage effective personal development as part of the company's commitment to invest in staff. ▪ Ensure that you meet statutory responsibilities and company policies with regard to Health and Safety, Equal opportunities and other relevant legislation. 	<ul style="list-style-type: none"> ▪ Reflects own practice, is open to feedback and dedicated to developing professionally.
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OTHERS

<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 Beijing. ▪ A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required. 	<ul style="list-style-type: none"> ▪
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Primary Class Teacher Duties

Knowledge and understanding:

- Have a detailed knowledge and understanding of the subject of English Language with experience in national or international curriculum (such as CNC, PYP, IPC, Cambridge, British NC or similar);
- Able to guide and support student subject-related questions and facilitate inquiry-based learning in their specialist subject(s);
- Knowledge and understanding for curriculum and assessment development in English Language and English Language learning.

Planning and setting expectations:

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught;
- Set appropriate and demanding expectations for students' learning and motivation;
- Set clear targets for students' learning, building on prior attainment and experiences;
- Identify and provide for students who have special educational needs (either in additional foundation learning support or for extending challenging learning opportunities);
- Where applicable, implement and keep records on Individual Education Plans (IEPs);
- Liaise with the English and Language learning team of teachers to determine the learning objectives of learning topics, themes and integrated interdisciplinary tasks;
- Additional tasks will include assisting in development of online resources, administration and English Language learning applications as well as interdisciplinary course development.

Teaching and managing student learning:

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time;
- Use teaching methods especially aligned with inquiry-based learning that keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources;
- Set high expectations for student behaviour, establishing and maintaining a good standard of discipline through well-focused and inspiring teaching and through positive and productive relationships;
- Promote positive behaviour patterns, encourage self-esteem, and improve independent working for students to assist their education and growth.

Assessment and evaluation:

- Assessment for and of learning in how well learning objectives have been achieved and use this assessment for future learning development tasks and teaching;
- Mark, record and monitor student class and homework providing constructive oral and written feedback, setting appropriate targets for student progress;
- When applicable, understand the demands expected of students in relation to the national curriculum, international standards and alignment.

Relations with parents and wider community:

- Know how to prepare and present high quality informative and appropriate reports to parents;
- Recognize that learning takes place outside the school context and provide opportunities to develop student understanding by relating learning to relevant, authentic, real and context related examples;
- Understand and act upon building effective relationships with school agencies and partnerships beyond the school.

Managing own performance and development:

- Understand the need to take responsibility for their own professional growth and development and to keep up to date with research and developments in pedagogy and in the courses they teach;
- Understand their professional responsibilities in relation to school policies, guidelines and practices;
- Set a good example to the students they teach in their presentation and their personal conduct;
- Evaluate their own teaching critically and use this to improve their effectiveness.

Managing and developing staff and other adults:

- Establish effective working relationships with professional colleagues, such as, co-teachers, specialist teachers and associate staff to ensure a high quality and engaging professional learning community.

Managing resources:

- Select and make good use of books, equipment, IT and other learning resources that enable teaching and learning objectives to be met;

- Assist in maintaining an up to date learning resources and materials inventory including classroom hardware and software.

*NAS Beijing recognises the special contribution our teachers make to our community and especially in regard to duties other than teaching. Please note that all teachers at NAS Beijing participate in duties other than teaching. These duties include roles and tasks as home room teacher, before and after school bus and campus grounds, boarding house study support, play and general facility areas during break times, team and faculty meetings, professional development, school improvement workshops and projects, and support for school community development events such as Open Days and Presentations. These duties are all fairly accounted for in the day to day teaching load assignments. Teacher preparation time is carefully protected to ensure responsible and appropriate professional duty of care for all teachers and staff.

PERSONAL SPECIFICATIONS

- At least Bachelor's Degree and Teaching qualification;
- Minimum of 3 years teaching experience;
- Native English Speaker;
- International teaching experience
- Experience in a bilingual language learning environment.

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