

PRIMARY CLASS TEACHER JOB DESCRIPTION

LOCATION	Nord Anglia School Jakarta	
JOB PURPOSE	<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> <p>By joining a Nord Anglia Education school as a Primary Class Teacher you'll be responsible for providing creative and engaging lessons that give opportunities for all students to learn and make good progress. You'll explain the school's values and approach to parents.</p> <p>As a genuine team-player, you'll work across our school to improve the quality of learning and teaching.</p> <p>Your role will impact the school and organisation by the ongoing growth in our positive reputation as a Nord Anglia Education school.</p>	
REPORTING TO	Head of Primary	
DIRECT REPORTS	Teaching Assistant (TA)	
OTHER KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Principal ▪ Early Years Coordinator ▪ Class teachers and TAs ▪ Subject specialist teachers ▪ School Secretary and Receptionist ▪ MAC team 	<p>External:</p> <ul style="list-style-type: none"> ▪ Parents ▪ Visitors ▪ NAE colleagues
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY		
<ul style="list-style-type: none"> ▪ Lead the pastoral care of the children and be the first point of contact for them. ▪ Deliver good safeguarding practices and know the reporting procedures to follow in case of a Child Protection issue. ▪ Communicate regularly with parents on academic or pastoral matters, including follow up on reports, parents' meetings etc. ▪ Create weekly learning-focused communication with parents. ▪ Be involved in the organisation and delivery of events, celebrations, house events, assemblies, special focus weeks and parents' events. ▪ Supervise students as part of the duty rota. ▪ Deliver exciting extra-curricular opportunities that meet the needs of the student cohort in the school. ▪ Be responsible for personal health and safety and know how to report H&S concerns. 		<ul style="list-style-type: none"> ▪ Annual performance review ▪ Training feedback ▪ Team's feedback ▪ Parent engagement in the learning process

<ul style="list-style-type: none"> ▪ Ensure effective communication with other teaching colleagues and TAs/nannies. ▪ Take into account the identified whole school and campus developments for the year and work as part of the school community to implement any necessary changes and developments identified. ▪ Carry out any other reasonable task assigned by the Principal or Head of Primary. 	
LEARNING AND TEACHING	
<ul style="list-style-type: none"> ▪ Teach according to the needs of the students in the class, differentiating for varying strengths and abilities. ▪ Promote the school's values and high standards in all areas. ▪ Maintain good quality display in classrooms and public areas which relate to children's learning stories. ▪ Contribute to the organisation and delivery of curriculum or year group related day trips. ▪ Manage the varying behavioural needs that may arise. <p><u>Assessment</u></p> <ul style="list-style-type: none"> ▪ Provide students with appropriate information that allows them to know where they are and what they need to do to improve. ▪ Provide progress assessment data as required by curriculum leaders and the Senior Leadership Team for tracking. 	<p>Work scrutiny, pupil progress meetings, informal drop ins, lesson and peer observations show clear progression of students' learning across all areas.</p>
PLANNING AND PREPARATION	
<ul style="list-style-type: none"> ▪ Plan interesting and focused learning as well as an engaging and challenging environment for all. ▪ Liaise with the Senior Leadership Team regarding support required for students and provision mapping of Individual Education Plans. 	<p>Student attainment meets or exceeds targets.</p>
PROFESSIONAL AND PERSONAL DEVELOPMENT	
<ul style="list-style-type: none"> ▪ Play a full part in internal and external CPD opportunities including staff meetings. ▪ Be reflective across all aspects of teaching. ▪ Share good practice with other colleagues. ▪ Identify and implement your own personal development plan for continual professional development. 	<p>Be prepared to lead professional learning sessions for staff.</p> <p>Active involvement in the wider life of the school both in and out of the classroom.</p>
OTHER	
<ul style="list-style-type: none"> ▪ Degree, plus teaching qualification. ▪ Hold a current Enhanced Criminal Records Bureau Disclosure for all countries lived in. ▪ Compliance with visa requirements for working in Indonesia. ▪ A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required. 	<p>Essential</p>
<ul style="list-style-type: none"> ▪ Good working knowledge of the English National Curriculum and International Primary Curriculum ▪ Experience of teaching in an international environment ▪ Knowledge of EAL teaching 	<p>Desirable</p>

PERSONAL SPECIFICATIONS

- The ability to integrate technology into the classroom experience to enhance and extend the learning of students
- Successfully teach students using technology in a virtual/hybrid environment
- 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 targets.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.

PERSONAL ATTRIBUTES

As our teammate, here's what we expect:

- 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

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), the world's largest premium international schools organisation. 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.