

## INTERNATIONAL HOMEROOM TEACHER OF PRIMARY SCHOOL JOB DESCRIPTION

<b>LOCATION</b>	NAS Beijing Fangshan
<b>JOB PURPOSE</b>	To perform teaching duties and relevant academic assignment
<b>REPORTING TO</b>	Assistant Head
<b>DIRECT REPORTS</b>	
<b>OTHER KEY RELATIONSHIP</b>	Parents, Students

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>Promote the mission and philosophy of the school</li> <li>Establish a safe, purposeful learning environment for all students</li> <li>Promote the progress and well-being of all students</li> <li>Engage and motivate the students to be ambitious for themselves and others</li> <li>Supervise pupils in and out of classroom activities as part of the regular curricular and extra-curricular school programmes</li> <li>Participate in extra-curricular duties that assist in growing the school</li> </ul>	<ul style="list-style-type: none"> <li>Promotes excellence, equality, collaboration and high expectations for students</li> <li>Represents the school's values in every interaction with students and parents</li> <li>Acts as an advocate for the school in the wider community</li> </ul>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>Be an outstanding teacher, learner, motivator and communicator with excellent interpersonal skills</li> <li>Inspire students to be passionate, curious and excited learners</li> <li>Set consistently high standards</li> <li>Develop effective approaches to learning in students</li> <li>Monitor, evaluate and develop teaching</li> <li>Assist the pupils to become independent, life-long learners</li> <li>Make effective use of resources and ensure improved standards of learning, high performance and achievement for all students</li> <li>Link pupil's knowledge to earlier learning whilst developing ways to encourage it further</li> </ul>	<ul style="list-style-type: none"> <li>Engages and challenges student learning through questioning and discussion techniques and proven pedagogical strategies</li> <li>Creates a culture of learning and manages student behaviour to ensure an environment of respect and collaboration</li> </ul>
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>Plan effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom</li> <li>Identify and supporting individual learning needs</li> <li>Able to use technology in day-to-day teaching and enable technology learning in the classroom</li> <li>Develop and organise the classroom learning environment effectively</li> </ul>	<ul style="list-style-type: none"> <li>Sets clear learning outcomes</li> <li>Demonstrates expertise in content/discipline with the ability to translate into coherent instruction</li> <li>Designs schemes of work, lesson plans, activities and assessments that are aligned to the school's</li> </ul>

<ul style="list-style-type: none"> <li>Be able to inspire mixed culture and ability classes, by creating challenging and engaging learning opportunities for all students</li> <li>Have the ability to manage a diverse and demanding workload</li> </ul>	curriculum and that are ambitious and engage students
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>Commitment to further professional development</li> <li>Participate in curriculum and other professional developmental programmes</li> <li>Maintain professional competence through in-service education and performance management activities</li> <li>Manage effective personal development as part of the company's commitment to invest in staff</li> <li>Ensure that you meet statutory responsibilities and company policies with regard to Health and Safety, Equal opportunities and other relevant legislation</li> </ul>	<ul style="list-style-type: none"> <li>Reflects own practice, is open to feedback and dedicated to developing professionally</li> </ul>
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>Integrate technology into the classroom experience to enhance and extend the learning of students</li> <li>Successfully teach students using technology in a virtual/hybrid environment</li> <li>Qualified to Bachelor's degree level or above</li> <li>Qualified Teaching Status</li> <li>Fluency in English</li> <li>Proven track record with at least two years' teaching experience</li> <li>Evidence of innovating and adapting curricula to engage students and enable them to perform highly</li> <li>Work in partnership with parents</li> <li>Excellent oral and written communication skills</li> <li>Strong use of technology for administration and teaching</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of working with children for whom English is an additional language</li> <li>Experience of being part of a highly successful department and school</li> </ul>	Desirable
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>High levels of personal integrity</li> <li>Conscientious and able to focus on completing work to a consistently high standard</li> <li>Flexible and positive approach to work</li> <li>Excellent organisational and time-management skills; high attention to detail</li> <li>Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>Adaptable to working in a fast paced ever changing environment</li> <li>Ability to work under pressure and remain calm</li> <li>Proactive and willingness to take on multiple tasks</li> <li>Self-motivated and enthusiastic</li> <li>Ability to work independently</li> <li>Must be a team player, willing to help and be flexible</li> <li>Continually strive for improvement</li> </ul>	

#### Other

- 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 China.
- 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.
- Student wellbeing should be valued and nurtured

**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

- Be a positive role-model of our educational values each day
- Feedback as a valued member of the team and the wider organisation