

EARLY YEARS TEACHER JOB DESCRIPTION

LOCATION	The British School of Nanjing	
JOB PURPOSE	To teach pupils assigned to your class within the school and carry out duties as required by the Head of Early Years. Ensure that planning, preparation, recording, assessment, and reports meet the expectations of the school. To actively contribute to wider school development and growth. Demonstrate a proactive approach towards professional development.	
REPORTING TO	Head of Early Years	
DIRECT REPORTS	Teaching Assistant	
OTHER KEY RELATIONSHIPS	Internal: <ul style="list-style-type: none"> ▪ School Principal ▪ School Senior Leadership Team(SLT) ▪ Teachers and students 	External: <ul style="list-style-type: none"> ▪ Parents
KEY RESULTS AREA		PERFORMANCE MEASUREMENT
ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY		
<ul style="list-style-type: none"> ▪ Communication with parents as necessary ▪ Support and participate in academic or interschool events 		<ul style="list-style-type: none"> ▪ Parent Survey / Feedback
LEARNING AND TEACHING		
<ul style="list-style-type: none"> ▪ Plan and deliver appropriate lessons for students in the Early Years School Class ▪ Assign reasonable homework and give feedback on time ▪ Share in the management of pastoral care, health, welfare, and behaviour of all children, in particular children within your designated class 		<ul style="list-style-type: none"> ▪ Lesson review
PLANNING AND PREPARATION		
<ul style="list-style-type: none"> ▪ Write student reports in line with department guidelines ▪ Undertake duties and other daily schoolwork 		<ul style="list-style-type: none"> ▪ Line Manager Feedback
PROFESSIONAL AND PERSONAL DEVELOPMENT		
<ul style="list-style-type: none"> ▪ Maintain professional dialogues with colleagues concerning children, other colleagues, and the school ▪ Continual development through the identification and implementation of your own Personal Development Plan 		<ul style="list-style-type: none"> ▪ Personal Development

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 a willingness to undertake appropriate child protection training when required.

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PERSONAL SPECIFICATIONS

- Integrate technology into the classroom experience to enhance and extend the learning of students
- Successfully teach students using technology in a virtual/hybrid environment
- Demonstrate creativity in teaching a topic-based curriculum in an international setting
- Demonstrable commitment to developing all aspects of school life
- Offer additional skills that can add to our rich extra- curricular programme
- 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 KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.
- You'd like to work in a purpose-led sector.

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.