

## EARLY YEARS TEACHER JOB DESCRIPTION

<b>LOCATION</b>	The British School of Nanjing
<b>JOB PURPOSE</b>	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.
<b>REPORTING TO</b>	Head of Early
<b>DIRECT REPORTS</b>	Teaching Assistant
<b>OTHER KEY RELATIONSHIP</b>	Internal School Principal School Senior Leadership Team (SLT) Teachers and students External Parents

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>▪ Communication with parents as necessary</li> <li>▪ Support and participate in academic or interschool events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent Survey / Feedback</li> </ul>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>▪ Plan and deliver appropriate learning experiences for students in the Early Years Stage</li> <li>▪ Share in the management of pastoral care, health, welfare and behaviour of all children and in particular, those within your designated class.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lesson review</li> </ul>
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>▪ Write student reports in line with department guidelines</li> <li>▪ Undertake duties and other daily school work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Line Manager Feedback</li> </ul>
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>▪ Maintain professional dialogues with colleagues concerning children, other colleagues and the school.</li> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal Development</li> </ul>

PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
<ul style="list-style-type: none"> <li>▪ Can show evidence of participation in CPD</li> <li>▪ Holds a teaching degree or appropriate qualification</li> <li>▪ Minimum of two years teaching experience</li> <li>▪ Is able to adapt teaching to respond to the strengths and needs of all pupils</li> <li>▪ Has high expectations which inspire, motivate and challenge pupils</li> <li>▪ Demonstrates a respect to students, colleagues and parents</li> <li>Proactive and able to manage others to ensure deadlines are achieved</li> <li>▪ Is self-motivated and has an enthusiastic approach to responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Essential</li> </ul>
<ul style="list-style-type: none"> <li>• Has a demonstrable commitment to developing all aspects of school life</li> <li>• Can offer additional skills that can add to our rich extra-curricular programme</li> </ul>	<ul style="list-style-type: none"> <li>▪ Desirable</li> </ul>
Personal Attributes	
<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	
<ul style="list-style-type: none"> <li>▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li> <li>▪ Compliance with visa requirements for working in China.</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required</li> </ul>	

## 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