



## INTERNATIONAL PRIMARY TEACHER JOB DESCRIPTION

<b>LOCATION</b>	Nord Anglia School, Ningbo, Fenghua
<b>JOB PURPOSE</b>	To teach a class of students, ensuring that planning, preparation, recording, assessment and reporting meet their varying learning, personal and social needs.
<b>REPORTING TO</b>	International Principal
<b>DIRECT REPORTS</b>	NA
<b>OTHER KEY RELATIONSHIP</b>	Internal: School leadership team External: Parents and guardians, Students

### KEY RESULT AREA

**In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:**

- Inspire trust and confidence in students, colleagues and parents
- Engage and motivate students
- Continually strive to develop the quality of students' learning
- Use school assessment and self-evaluation processes to advance student learning and enhance professional practice in line with the school's aspirations and priorities
- Contribute to school improvement planning and promote the learning priorities of the school improvement plan
- Promote the wider aspirations and values of the school

### Planning, Teaching and Class Management

- Undertake responsibilities of a Home Room Teacher
- Plan, prepare and deliver units of work in accordance within the academic programmes set out by the school
- Liaise closely with other year group colleagues, to ensure learning and teaching is well planned and the highest quality and standards are achieved
- Identify clear teaching objectives, specifying how they will be taught and assessed
- Set tasks, which challenge students and ensure high levels of interest
- Set appropriate and demanding expectations for all students
- Provide clear structures for lessons, maintaining pace, motivation and challenge
- Use a variety of teaching methods and match approach to content, structure and information
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught



- Identify AEN, (Additional Educational Needs) including very able pupils
- Be responsible and proactive in own self development and evaluate their own teaching critically to improve effectiveness
- Embrace new technologies and use ICT in an interactive way to inspire our students
- Develop students' thinking skills and encourage 'student voice'
- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning, alongside experiential learning, problem solving, and active participation
- Monitor and intervene to ensure sound learning and discipline through 'Assertive Discipline' techniques
- Lead and manage a support staff team within the classroom, ensuring the appropriate deployment of colleagues
- Support Nord Anglia Education collaborations to enhance the curriculum.
- Be aware of the physical and emotional well-being of students and the need to respond to particular situations
- Liaise with other agencies e.g. school nurse, AENCO and Educational Psychologist as required.

#### **Tracking, Assessment, Recording, Reporting**

- Make effective use of formative and summative assessment to plan challenging learning opportunities for all students
- Set challenging and ambitious academic and personal targets for every pupil building on prior attainment
- Monitor and record students' learning to ensure they remain on track to achieve personal targets
- Regularly report on progress to appropriate stakeholders
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress in accordance with the schools marking policy
- Access and record pupils progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving using the school's systems

#### **Administration and Organisation**

- Understand and implement:
  - Regulations and correct procedures
  - Emergency and evacuation procedures
  - Health & Safety policies
  - Safeguarding policies
  - All curriculum policy
  - Any other organisational policies or agreed procedures
- Establish, improve and maintain a purposeful and safe learning environment for all students which is conducive to learning
- Be responsible for the safeguarding, health and wellbeing of pupils, actively promote the development of personal and social skills and provide emotional support in a way the accords with the pupils' age and level of development within the stated aims of the school



- Actively promote English and Chinese language development through age-appropriate personalised learning activities
- Establish effective working relationships with all staff, students and parents of NAS Beijing and set an excellent example through their presentation and personal and professional conduct
- Contribute to the corporate life of school through effective participation in marketing events, meetings and management systems necessary to coordinate the management of the school
- Operate a system of playground supervision according to rota
- Endeavour to take responsibility for lifelong learning, utilise Nord Anglia University and attend professional development courses
- Co-operate with the whole staff in formulating and following a school improvement plan and in evaluating school performance
- Attend staff meetings and additional meetings on request – support the decisions taken at those meetings and respect the confidentiality of the matters discussed
- Lead and attend school assemblies according to rota
- Participate in an annual review of job descriptions and performance reviews

#### Extra-Curricular Activities

- Support the life of the school beyond the classroom
- Lead one or more agreed after school activities each week
- Participate in residential weeks and other trips as appropriate

#### Other Professional Requirements

- Promote and adhere to the Company Vision and Values:
  - **Opportunity** - For us, opportunities need to be meaningful, about achieving potential and making progress.
  - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
  - **Leadership** - For us, leadership is about considering the team’s needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
  - **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- All staff are required to manage effective personal development as part of the Company’s commitment to invest in staff as the key resource in the organisation
- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- Any other appropriate duties as allocated by the School’s Leadership Team

#### PERSONAL SPECIFICATIONS

##### Qualifications/Training

▪ Qualified to degree level or above	Essential
▪ Qualified Teacher status	Essential



▪ Evidence of continual professional development	Desirable
<b>Experience / Knowledge</b>	
▪ Proven track record with at least two years' teaching experience	Essential
▪ Demonstrable evidence of adapting curricula to engage children and enable them to perform highly	Essential
▪ Experience of delivering an International Curriculum	Desirable
▪ Working in partnership with parents	Essential
▪ Experience of working with students who have EAL	Desirable
<b>Skills</b>	
▪ Excellent oral and written communication skills	Essential
▪ Professional knowledge of what constitutes high and standards in teaching and learning	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Ability to use a positive approach to promote excellent behaviour for learning	Essential
▪ Confident and competent in the use of ICT	Essential
▪ Professional understanding of safeguarding within a school setting	Essential
▪ Ability to write reports, keep accurate records and communicate with a range of stakeholders effectively	Essential
▪ Ability to lead and manage others	Desirable
▪ A working knowledge of teaching children from culturally and ethnically diverse backgrounds	Desirable
<b>Personal Attributes</b>	
▪ Passionate about education and young people	Essential
▪ Ability to adapt and change with circumstances	Essential
▪ Ability to make and justify decisions	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Committed to equality	Essential
▪ Confident global citizen or a willingness to become one	Desirable
▪ Understand the complex and demanding environment of a bilingual school community	Desirable

### 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 Ningbo, 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.

### **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