

EARLY YEARS CLASS TEACHER JOB DESCRIPTION

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| LOCATION | Nord Anglia School Jakarta |
| JOB PURPOSE | Early Years Class Teacher To provide creative and stimulating lessons that give opportunities for all students to learn and make good progress. |
| REPORTING TO | Early Years Coordinator |
| DIRECT REPORTS | Teaching & Learning Assistant (TLA) |
| OTHER KEY RELATIONSHIPS | Principal, Deputy Head, class teachers and TLAs, subject specialist teachers |

| KEY RESULT AREA | MEASUREMENT OF PERFORMANCE |
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| Engagement and Interaction – School Ambassador to Internal Community | |
| <ul style="list-style-type: none"> ▪ Be the first point of contact and provide pastoral care to the children. ▪ Demonstrate 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. ▪ Contribute to weekly blog posts. ▪ 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. ▪ Offer 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. ▪ Ensure effective communication with other teaching colleagues and TLAs. ▪ 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 Deputy Head. | <p>Parents feel part of the learning process.</p> <p>The teacher plays an active part in the wider life of the school, both in and out of the classroom.</p> <p>The school operates in a safe and organised manner.</p> |
| 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 high standards amongst the students and the ‘Be Ambitious’ programme. | <p>The delivery of lessons that are good or outstanding.</p> |

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| <ul style="list-style-type: none"> ▪ Integrate technology across all areas of learning. ▪ 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 Academic 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> |
| <p>Planning and Preparation</p> | |
| <ul style="list-style-type: none"> ▪ Plan interesting and focused learning as well as an engaging and challenging environment for all. ▪ Liaise with the Academic Leadership Team regarding support required for students and provision mapping of Individual Education Plans. | <p>Student attainment meets or exceeds targets.</p> |
| <p>Professional and Personal Development</p> | |
| <ul style="list-style-type: none"> ▪ Play a full part in internal and external CPD opportunities including staff meetings. ▪ Be ambitious and 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>Improved performance.</p> <p>Annual performance appraisal and personal development plan.</p> |
| <p>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</p> | |
| <ul style="list-style-type: none"> ▪ Degree, plus teaching qualification in Early Years. ▪ A minimum of five years recent experience of classroom teaching ▪ Good working knowledge of the Early Years Foundation Stage framework ▪ Ability to integrate technology into the classroom experience to enhance and extend the learning of students ▪ Ability to successfully teach students using technology in a virtual/hybrid environment | <p>Essential</p> |
| <ul style="list-style-type: none"> ▪ International teaching experience ▪ Experience of teaching with a child-centred approach using the Reggio Emilia philosophy ▪ Knowledge of EAL teaching ▪ Use of iSAMS | <p>Desirable</p> |
| <p>Personal Attributes</p> | |
| <ul style="list-style-type: none"> ▪ 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

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 Indonesia.
- A commitment to safeguarding and promoting the welfare of all pupils. Also, 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.