



Bromsgrove International School **Job Description –Class Teacher (Foundation Stage)**

It is understood that a job description can never put into words all the qualities that a good teacher embodies and cannot hope to cover all those facets of daily life in the classroom. It is hoped that all our teachers will strive to inspire, encourage and nurture, to the best of their ability, all those students who pass through their classes during their time at BIST

Reports to: Head of Early Years/Headmaster

Minimum Qualification:

- Qualified teacher
- At least 2 years teaching experience at a recognised school
- Native English Speaker

Major Responsibilities:

1. Teaching and Learning

- 1.1 Ensure each child's learning by teaching the syllabus of all subject areas to the class in an appropriate manner
- 1.2 Differentiate all class work, within reason, to meet the differing ability needs of the children being taught
- 1.3 Acknowledge that English is not necessarily the native language of all the children in the class and adapt his/her vocabulary accordingly
- 1.4 Ensure that all work is valued and meaningful
- 1.5 Be able to vary your teaching style as necessary
- 1.6 Bring to the attention of the Key Stage Co-ordinator or Head of Early Years any child who has special needs of any kind
- 1.7 Use appropriate resources when teaching all subjects
- 1.8 Be prepared to be visited and observed by either Key Stage Co-ordinators or Head of Early Years or member of the SMT throughout the year as part of the BIST Performance Management Programme

2. Planning

- 2.1 Prepare lesson plans, both half-termly and weekly and ensure these are handed promptly to the Head of Early years or Key Stage Co-ordinator according to the deadlines
- 2.2 Collaborate with other teachers in planning all lessons to ensure that classes are covering the appropriate work across the curriculum

- 2.3 Ensure that the curriculum is delivered in a balanced timetable by consulting with the line managers.
- 2.4 Participate in the development and review of the curriculum in collaboration with the line managers.
- 2.5 Participate in the development and review of school policies where necessary.

3. Assessment

- 3.1 Formally report on each child's academic achievement and progress at the end of each term
- 3.2 Continuously assess each student so as to be able to clearly justify and substantiate grades, levels or comments given in each report.
- 3.4 Ensure the reading record is used regularly and correctly (Reception) and in Nursery and pre-Nursery it is used as a home school diary with daily comments.
- 3.5 Be prepared to discuss report grades and each child's progress with parents both on Parents' Evenings and at other reasonable times throughout the year.
- 3.6 Develop portfolios for each child in your class. This is a record of each child's work throughout the year and is sent home at the end of each Academic year.
- 3.7 Keep internal portfolio that is passed from teacher to teacher with the child. This records the child's stages of development using the Assessment Scales from the Foundation Stage Curriculum and will include photos, comments and other evidence of a child's attainments.

4. Classroom Management

- 4.1 Ensure that the classroom atmosphere is calm and conducive to learning
- 4.2 Provide an environment in which the children feel safe, confident and happy to learn
- 4.3 Put up displays of the children's work in an attractive manner and ensure that the classroom represents a colourful and stimulating environment
- 4.4 Ensure that children are supervised at the beginning of school and after break times
- 4.5 Ensure that children are **not** left unsupervised in classrooms during lesson time or at break time
- 4.6 Ensure that children are taken promptly to specialist lessons
- 4.7 Not accept poor behaviour either in or out of the classroom and will encourage all children to follow the school rules in and around the campus and whilst out on field trips.
- 4.8 Keep a daily class register each morning and return it to the office promptly. (Pre-Nursery and Nursery will keep their registers until Friday when it will be sent to the office.)
- 4.9 Reply to parents' informal notes and messages on the day they are received. Pass promptly to the Head of EY's any notes or messages of a more formal nature

5. General

- 5.1 Supervise children in the play areas at break times according to the duty rota.
- 5.2 Escort the class to lunch and sit with the children to supervise and socialise with them.
- 5.3 Serve as a role model to the children in terms of behaviour, dress, attitude and manners.
- 5.4 Run at least one 'After School Activities' each week, each term.
- 5.5 Be available to attend and participate in staff meetings each Wednesday after school

- 5.6 Be available to attend and participate in extra curricular events in the school calendar such as International Day, Parents' Evenings, Concerts, as well as outside marketing events etc.
- 5.7 Consult with the appropriate Key Stage Co-ordinator or Head of EY's should problems arise in any area related to his/her teaching duties
- 5.8 Actively support the ethos of the school.
- 5.9 Observe, support and exemplify all school policies.
- 5.10 Observe the school hours and be present from at least 7:45 a.m. each morning.
- 5.11 Participate in yearly appraisals and self review.
- 5.12 Be able to operate a computer and demonstrate basic ICT skills to complete planning and other necessary work.
- 5.13 Help in the development of the whole school through horizontal and vertical meetings held with Windsor Park staff.
- 5.14 Guide and supervise class Teaching Assistants and ensure they are given suitable and appropriate tasks.