

Class Teachers of Pre-Prep School (Chinese)

Job Purpose

To take primary responsibility for the academic, social and welfare needs of all children within the class, ensuring that parents are kept fully informed of their child's progress. Our Pre-Prep School will serve children aged from 2 to 6.

All classes will have two teachers, one native English speaking and one Chinese.

Responsible To:

The Head of Pre-Prep for teaching allocated classes to achieve curriculum objectives consistent with the abilities of the children and ultimately to the Executive Principal.

School Life and Routines

All teachers have shared responsibility for smooth daily running of the Pre-Prep School as an entity - and for maintaining the general ethos, routine and pedagogy in line with the King's School – as directed by the Head of Pre-Prep and the Executive Principal.

In so doing, they should:

- ensure that the School's rules and policies are maintained
- attend School meetings and public events
- support co-curricular events and activities

Working with Pre-prep teacher:

Whilst the native English speaking teacher will usually take the lead in terms of class management and the delivery of the curriculum, there will, of course, be times when the Chinese teacher takes the lead in a class activity. It is essential that they work as a team. Their relationship must be one of respect, trust and commitment to the aims of providing a safe and stimulating environment for the children.

Safeguarding, Student Welfare and Pastoral Care

All teachers:

- must ensure that they are fully aware of policies and practices with regard to safeguarding and student welfare
- must ensure that they adhere to the published systems
- must be role models to all students at all times

Key Tasks and Responsibilities:

- Prepare children for kindergarten by introducing concepts they will explore further in kindergarten and elementary school
- Work with children in groups or one on one, depending on the needs of children and the subject matter
- Plan and carry out a curriculum that targets different areas of child development, such as language, motor, and social skills
- Organize activities so children can learn about the world, explore interests, and develop talents
- Develop schedules and routines to ensure children have enough physical activity, rest, and playtime
- Ensure children learn from playing, problem solving, questioning, and experimenting. Preschool teachers use play and other instructional techniques to teach children about the world
- Take responsibility for the implementation of and compliance with policies and procedures relating to safeguarding, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Provide Termly or Half-Termly and Weekly / Daily planning of lessons to meet the needs of the children
- Monitor behaviour, relationships and social development of the children in the class
- Maintain regular communication with the parents using the parent portal and email
- Become informed about and encourage all aspects of each child's school life: moral, spiritual, physical, academic, artistic, musical, sporting and leisure pursuits
- Maintain a tidy, safe and stimulating classroom environment with changing displays of children's work, where resources can be accessed appropriately by all children
- Plan appropriately to meet the needs of all children, demonstrating a thorough knowledge of the EYFS requirements
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Completing half termly tracking assessments and teacher assessments in line with procedures
- Establish professional and effective communication with parents, reporting to them formally and informally on the development, progress and attainment of children
- Discharge the required administrative and supervisory duties efficiently, upholding the policy of the school as laid down in the Staff Handbook and Teaching Standards
- Maintain an orderly and productive learning environment by employing good classroom techniques, resources and management skills in line with Pre-Prep procedures
- Maintain good order and discipline amongst children, in accordance with the Pre-Prep behaviour procedures
- Communicate with the SENCO over any children with specific learning needs
- To follow the requirements of the Equality of Opportunity Policy of the School to ensure an environment that is free from prejudice and anti-discriminatory in all aspects
- To research and summarise new developments in Early Years teaching

Routine, daily tasks involve:

- Certain daily duties of supervision as directed by the Head of Pre-Prep
- Assistance with the After-School Club (shared responsibility on rota)
- Lunchtime supervision at table

Additional responsibilities which may be expected:

- Coordinator for at least one curriculum area as agreed with the Head of Pre-Prep
- Maintain positive links and effectively promote the facility within the local and wider community
- Support the Admissions team by effectively communicating information to prospective families to the School and to provide guidance, support and reassurance
- Meet and assess prospective children
- Represent and positively promote the School at local events as required
- Perform any reasonable duties as directed by the Head of Pre-Prep or the Executive Principal

Job Requirement:

- Bachelor degree or above in Early Childhood Education related majors
- 5+ years of experience in early childhood education, preferably at international school
- Kindergarten teacher qualification certificate holder
- Fluent in both Mandarin and English