

|                                 |  |                            |
|---------------------------------|--|----------------------------|
| <b>Position Title</b>           | Classroom Teacher                          | <b>Date:</b> May 2017      |
| <b>Function/Department</b>      | Early Years Centre                         | <b>Location:</b> Singapore |
| <b>Manager Name &amp; Title</b> | Adam Patterson, Head of Early Years Centre |                            |
| <b>Position Type</b>            | Fixed Term                                 |                            |
| <b>Position Status</b>          | Full Time                                  |                            |

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

## Position Objective

The four key objectives of an Early Years Classroom Teacher at AIS are as follows:

- High Quality Teaching Practice
- Contribution to Learning Area and Curriculum Development
- Building Relationships with Students, Staff and Parents
- Contribution to the Whole School

## Specific Responsibilities

### Professional Knowledge

Demonstrate, through discussion and practice, an understanding of the:

- subject matter to be covered in all key learning areas
- use of a range of appropriate and innovative teaching practices to increase student learning outcomes
- components of curriculum design
- range of instructional resources available, including IBO and school-based curriculum and planning documentation
- way in which the learning environment contributes to student achievement
- importance of thorough yet flexible daily lesson planning and the clear documentation of such planning
- importance of knowing each child in order to differentiate learning to meet the specific needs of each student

### Professional Practice

- Assessment and Reporting: demonstrate an understanding that the primary purpose of assessment is to support the achievement of all students by sharing knowledge about assessment with students, using a range and balance of informal and formal diagnostic, formative and summative assessment strategies and using assessment data
- Planning and Implementation: understand the principles of teaching for understanding, explicitly focusing on this by:
  - demonstrating how students best learn
  - Supporting diversity
  - Utilising classroom management strategies

### Professional Engagement

- Participating in and contributing to the School's Professional Learning Community
- Understand the importance of continuing to learn about learning, with the aim of improving student achievement through improving professional practice
- Creating productive family partnerships

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

## Position Requirements

- Team work, communication skills, empathy,
- A willingness to participate in the wider school community is essential

## Qualifications & Skills

- A minimum 4 year recognised teaching qualification including a Bachelor's Degree and teaching diploma or a Bachelor in Education
- Minimum 3 years teaching experience in any Early Years setting
- Experience in an international school environment or international preschool would be an advantage

## Contacts

- Students, Teachers, Teacher Assistants, Assistant Heads, Parents

## Working Conditions

- 8.00am to 4.00pm, 5 days per week
- Departmental meetings as required

## Terms of Employment

- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Medical Insurance
- Competitive salary

Other benefits subject to conditions of employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).