



DULWICH COLLEGE BEIJING

Legend Garden Campus, 89 Capital Airport Road
Shunyi District, Beijing 101300
北京市首都机场路89号丽京花园, 101300
T: (86 010) 6454-9000 F: (86 010) 6454-9001

JOB DESCRIPTION

Position: **Key Stage 1 Class Teacher**
Name:
Reports to: **Head of Early Years**
Must liaise with: **KS1 Year Co-ordinator/Deputy Head of Early Years/Class Teaching Assistant**

Brief Overview of Roles

- To provide an educational environment conducive to the learning of the children in the class in line with the school educational philosophy
- To understand the needs of the individual students in the class, structuring their learning so that they progress at a rate which challenges them in a secure environment
- To lead and develop the Teaching Assistants in supporting the class

Perform responsibilities in the following specific areas of learning

- Particular responsibility for the social and emotional development of the children in the class and involvement in the pastoral care of all children
- Teaching the class as agreed with the KS1 Year coordinator
- Delivering the curriculum, adhering to school policies and curricular documents
- Recording children's progress, attainment and achievement in line with school assessment policy
- Reporting to parents in line with school reporting and assessment policy
- Contribute towards an effective and professional teaching team
- Performance Management of Teaching Assistants and reporting on their development needs
- Attending whole school, year group and subject specific staff meetings as required
- Planning teaching, learning and assessment of curriculum
- Liaise with KS1 Year Coordinator/Head of Early Years regarding curriculum as appropriate
- Maintaining the management of children's behaviour in line with school policy
- Undertaking supervisory playground duties as set out in the school rota
- Playing a part in the co-curricular life of the children by organising or being involved with extra curricular activities as appropriate.

Personal and Professional Development

- To take part in the performance management process of the college
- To attend professional development training as identified
- To disseminate information from professional development training attended
- Be aware of current trends in teaching and learning

Class Teacher

Headmaster

Date