

Primary Classroom Teacher (Year 1-3) JOB DESCRIPTION



WLMS is currently seeking a qualified Lead Teacher in our Primary Program (Year 1-3) to begin in the 2020/2021 school year. Candidates must possess strong communication, organizational, and dynamic classroom management skills. Professional teamwork, peer collaboration, and a positive and kind spirit are required to contribute toward the important work of building relationships with students and families. Prior experience of a foreign language, music and art abilities would be a plus. Reliability, professionalism, experience working with children, excellent communication skills and a team player are essential.

KEY TASKS AND RESPONSIBILITIES

1. Teaching

- Ensuring that all primary pupils attain their potential through the effective delivery of a high quality programme of teaching and learning from Year 1 – Year 3
- Plan work in accordance with the British Primary National Curriculum schemes of work and programmes of study.
- Identify clear learning objectives and specify how they will be taught and assessed.
- Take account of students' prior levels of attainment and use them to set targets for future improvements.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Ensure coverage of the British Primary Curriculum
- Set appropriate and demanding expectations for students' learning, behaviour and presentation of work.
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere.
- Work in collaboration with Learning Support Assistants attached to any teaching group.
- Set work for students absent from academy for health or disciplinary reasons.
- Evaluate own teaching to improve its effectiveness.

2. Assessment, Recording and Reporting

- Assess how well learning objectives have been achieved and use outcomes to adapt teaching accordingly;
- Provide Quality Marking feedback and identify clear targets for future learning as appropriate;
- Carry out assessment cycles (e.g. collection of effort and attainment assessments, reports) as agreed by the academy
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child;
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.

3. Pastoral Work

- Be the first point of contact for parents of students
- Attend assemblies and actively assist in the supervision of students;
- Monitor (and set targets for) the social and academic progress of individuals in the class;
- Promote good attendance and monitor in accordance with the school's attendance policy.

4. Professional Standards

- Support the aims of the school to promote a “learning community”;
- Treat all members of the schools community, colleagues and students, with respect and consideration;
- Treat all students fairly, consistently and without prejudice;
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance;
- Promote the aims of the academy by attendance at and participation in events such as open evenings (as appropriate to individual responsibilities);
- Support the ethos of the academy by upholding the behaviour policy, uniform regulations etc.;
- Take responsibility for own professional development and participate in staff training when provided;
- Reflect on own practice as well as the practices of the academy with aim of improving all that we do;
- Participate in the management of the academy by effective participation in various team and staff meetings;
- Undertake duties as prescribed within academy policies;
- Ensure that all deadlines are met as published in the school calendar;
- Undertake professional duties that may be reasonably assigned to by the Principal;
- Be proactive and take responsibility for matters relating to health and safety.

All employees have a responsibility

- To undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues;
- For their own and others’ health and safety, and for adhering to guidelines for the safeguarding of children;
- To be an ambassador for the School.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

MINIMUM QUALIFICATIONS

- Strong written and verbal communication skills
- Effectively give directions
- Works well with others
- Passionate about contributing to intellectual and emotional growth of children on a daily basis
- Must pass background check and TB test
- Must have (or be willing to obtain) training and experience necessary to develop consistent, stable, and supportive relationships with young children.

EDUCATION AND EXPERIENCE

- BA/BS Degree
- Teaching experience with the British primary curriculum
- Prior teaching experience

Preferred

- Bachelors degree in education related field
- Master's Degree in related field
- Previous experience in teaching in a Montessori setting

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and skill in instructional principles, methods and techniques of British primary program.
- Skill in obtaining, clarifying and exchanging information.
- Skill in classroom management.
- Skill in handling student discipline .
- Ability to organize and coordinate activities.
- Ability to serve as role model and treat students as individuals in a professional manner.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with a variety of people in a multi cultural, diverse setting.
- Ability to make supplemental Montessori materials for classroom.
- Ability to fully participate as a team member in a professional learning community.
- Ability to embrace and incorporate Montessori philosophy.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must lift and/or move up to 30 pounds.
- Specific vision requirements include the ability to see at close range.
- Fine hand manipulation (keyboarding).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement or contract. WLMS Administration has the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

WLMS supports our faculty with a competitive salary structure and benefits package, a program rooted in AMI standards, a commitment to professional development, beautiful and well equipped classroom environments, strong administrative support, and a rich, working community of Montessori professionals. We are a diverse community that looking for someone to put down roots and become a part of our WLMS family. WLMS is an inclusive school that prides ourselves on meeting the needs of children with many different learning styles.

Salary depends on experience. Interested applicants are invited to send a cover letter (in the body of your email) and resume (as an attachment) to onyedire@whitelightmontessori.com. No phone calls, please.

POSITION DETAILS

This is a 11-month, full-time position, and hours of work and days are Monday through Friday, 7:00am – 4:00pm. Occasional evening and weekend work may be required as job duties demand.