



# NORTHFIELDS

VIRTUS ET HONOR

## CHILDREN HOUSE - TEACHER

Northfields is seeking to hire a Teacher to work in the Montessori Primary School. The candidate will work in close collaboration with the teachers and to support the students.

- ✓ The Teacher should be responsible for maintaining the health and safety, conduct, discipline, welfare and well-being of all students in their class or under their care.
- ✓ The teacher should contribute to the development of the students and educate them with individual goals, dreams, and impressions of the world around them.

The potential candidate will report to the Primary School Principal.

## KEY RESPONSIBILITIES

### Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- Maintaining a neat, well organised and attractive prepared environment consistent with the Montessori Pedagogy by assessing the needs of the group and preparing material, furnishing and other resources in a timely manner;
- Setting tasks, preparing Montessori materials and planning projects in advance, which challenge students and ensure high levels of interest and motivation;
- Managing and being responsible for teacher made materials (such as laminated cards), and communicate in advance requests for new equipment and supplies;
- Identifying clear teaching objectives for each child and the class and specifying how they will be taught and assessed;
- Setting appropriate and challenging expectations and clear targets for each child based on their capabilities, prior attainment and the expectations of academic achievement required to move into the next academic year;
- Being aware of and making provision for students who have particular individual needs and bringing any new needs to the attention of the Primary School Principal at the earliest possible opportunity;
- Making effective use of assessments, as required, and ensuring coverage of the programme over the course of the year;
- Ensuring effective teaching and best use of available time;
- Preparing and presenting displays of children's work as required;
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regards to punctuality, behaviour, standards of work (including accuracy and presentation) and homework (where applicable);
- Using a variety of teaching methods which must be in line with the Montessori Philosophy to:
  - Present new key concepts and appropriate vocabulary
  - Use effective questioning, listen carefully to students, positively and respectfully identify mistakes to bring to a child's attention
  - Select appropriate learning resources and develop study skills through library, ICT and other sources as appropriate per age;
- Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught by establishing a constructive and positive working relationship with each student;

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- Evaluating own teaching critically to improve effectiveness and request support in areas that prove to be challenging and require further development;
- Collaboration with the Primary School Principal, contributing in curriculum development and helping to identify clear targets and success criteria for ongoing development and / or maintenance of the programme.

## **Monitoring, Assessment, Recording, Reporting**

- Regularly assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor students' work, evaluate their understanding through class participation, regular observation and set targets for progress to ensure each child's individual needs are met;
- Assess and record students' progress and performance systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, and recognise the level at which the student is developing;
- Undertake assessment of students as required;
- Prepare and present informative reports to parents every term, meeting all due dates required;
- Participate in regular meetings with parents as necessary, as well as formal Parents' Information Evenings to provide relevant and constructive feedback to students and parents on achievement and progress and information regarding the Pedagogy.

## **Pastoral Duties**

- Be aware of and regularly evaluate the child's social, physical, spiritual and emotional needs and take action, with the consent of the Primary School Principal, if these needs are not being met;
- Always interact with students in a fair, respectful and sensitive way, ensuring a relationship based on non-judgement and trust;
- Endeavour to give every student the opportunity to reach their potential in all areas of learning;
- Encourage children towards self-directed learning, the development of concentration and independence in all aspects of their school life;
- To model desirable behaviour for the children, following the ground-rules of the class, exhibiting a sense of calm, consistency, grace and courtesy, and teaching students effective conflict resolution techniques;
- Be available to support and be particularly attentive to the needs of children and their families who are learning to settle into a new environment, especially if they have recently moved from abroad;
- Promote the general progress and well-being of individual students and of the Class group as a whole;
- Liaise and report to the Primary School Principal any suspected personal problems experienced by a student which may or may not affect their learning, and make recommendations as to how these may be resolved;
- Contribute to PSHE lessons, as well as cultural, environmental, religious and charitable activities and presentations to help the children develop an understanding of respect, compassion, difference and sense of community;
- Offer regular opportunities for communication with parents regarding their child's progress and/or wellbeing or to address any specific concerns, through face-to-face exchanges, Class Dojo and emails;

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VIRTUS ET HONOR

- Promote a sense of community among parents of the Northfields community and encourage parents to become more involved with the Primary and whole school events and initiatives;

## Other Professional Requirements

- Maintain professional, respectful, positive and effective working relationships with all staff members of Northfields International School and, in particular, with other Primary School staff members with whom daily interaction is a necessity;
- Set a good example to students and other members of the Northfields community through impeccable presentation, punctuality, reliability and a high level of personal conduct and integrity at all times;
- Ensure a high level of professionalism and confidentiality in all school related matters;
- Be responsible, on a rota basis, for welcoming the students on arrival, supervising play and lunch times, and being on duty at school ending time;
- Be available for afterschool club and aftercare services until 4pm as per the termly, pre-agreed published timetable;
- Attend and participate actively and positively in all pre-arranged staff meetings, planning meetings, inset days, professional development opportunities etc.
- Manage and share photos and samples of children's work and participation in school events through Class Dojo and other media in accordance with school policies, parental consent and regulations.
- Record and report to the Primary School Principal, all incidents and accidents in line with the school's policies and procedures;
- Be proactive in learning to use and understand the objectives behind the Montessori educational material, in line with the Pedagogy and with the support of colleagues, training and training materials available in class;
- Coach, mentor and assist in leading and supporting other less experienced colleagues/teaching assistants or work placement students as requested by the Primary School Principal;
- Have a working knowledge of a Nursery & Primary teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school, contributing to the promotion of its mission and values;
- Take account of wider curriculum developments;
- Co-operate and collaborate with other staff (in addition to direct colleagues) to ensure a sharing and effective usage of resources to the benefit of the school and students;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
- Contribute fully in school outings and events;
- Take part in marketing and information activities such as Open Days, Information Evenings and other events;
- Take responsibility for own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and other members of the learning community.

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## Safeguarding Statement

Northfields is committed to safeguarding the health, well-being and safety of our students by creating and maintaining an open, safe, caring and supportive environment. We aim to foster a strong sense of community, respect and discipline while promoting positive student-life experiences. Safeguarding and Child Protection are the direct responsibility of all members of the community: The Board of Directors, Leadership and Management, Staff and Volunteers.

The successful candidate should possess the job specification as outlined below:

## EDUCATION

- SC & HSC
- Early Childhood Teacher Training Diploma or Degree for 3 to 6 years old
- Montessori Qualification, NAMC, AML etc.)

## Other mandatory documents as required

- Food Handlers Certificate
- First Aid Certificate
- Medical Certificate
- Certificate of Character

## KNOWLEDGE & EXPERIENCE

- Thorough knowledge and understanding of the professional requirements of being a Nursery & Primary School educator;
- Ability to relate well to young children and adults;
- A good understanding of the Montessori principles of child development and learning processes;
- Ability to evaluate own learning needs and actively seek professional development and opportunities to extend knowledge;
- Working knowledge of a variety of teaching and assessment strategies;
- Appropriate disciplinary and class management techniques;
- Ability to use ICT to promote effective learning;
- Experience of working as a successful collaborative team member
- Ability to speak French and English

## SKILLS

- Communication skills
- Interpersonal skills
- Collaborative skills
- Creativity and presentation skills
- Practical ICT skills

If you are interested, please send you CV and Cover letter to [careers@northfields.school](mailto:careers@northfields.school)

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