



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (ACADEMIC)

I. Job Information

Job Title:	Lower School Support Teacher
Department:	Lower School
Line Manager's Job Title:	Deputy Head of Lower School / Head of Early Years

II. Job Specification

<p>Responsible to:</p> <p>The Support Teacher is responsible to the Head of Lower School, Director of Studies, Head of Pre-Prep, Head of EYFS and Lead Class Teacher with whom he/she will meet regularly providing advice, feedback and information as required.</p> <p>Job Purpose:</p> <p>To work alongside a Lead Class Teacher to support the delivery of quality Teaching and Learning, and to help raise standards of achievement for all pupils.</p> <p>To undertake work, care and support programmes that enable pupils to access the curriculum.</p> <p>To assist the Lead Class Teacher in the Behaviour management and teaching of pupils.</p> <p>Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.</p>	
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities



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<p>1. General</p>	<ul style="list-style-type: none">• To assist in the educational, social and emotional development of pupils under the direction and guidance of the Lead Class Teacher.• To assist the Lead Class Teacher, and other professionals where relevant, in the development, planning and teaching of suitable support programmes for pupils.• To work in partnership with the Lead Class Teacher, consulting and sharing information with him/her about the needs and progress of the children.• To attend additional School activities, such as School productions, Parents' Evenings, School trips and House events.• To be punctual, smartly and appropriately dressed, and to behave in such a manner as is appropriate in line with the requirements laid out in our Staff Code of Conduct.• To act as a role model in all areas of the curriculum and wider school environment, setting high expectations for pupils, colleagues and parents.• To contribute to the School's aims and ethos.• When required to teach classes as part of the cover schedule.• To support the teaching staff in the care and order of the learning environment and ensure that it is attractive, safe and welcoming.• To maintain positive relationships with parents and the wider community, ensuring that the relevant staff are informed of any concerns.• To attend staff meetings/briefings and other meetings with colleagues as required.• To carry out additional duties as assigned by the SMT, necessary for the efficient running of the School such as playtime/lunchtime supervision, as required.• To assist the Lead Class Teacher in whatever way is necessary and reasonable within the classroom setting.
<p>2. Curriculum Matters</p>	<ul style="list-style-type: none">• To be familiar with the Curriculum set out in your key stage or year group.• Provide support to children with Mathematics, Reading and Writing on an individual, class or small group basis in order to deliver a differentiated learning programme.• To assist with the implementation of Individual Education Programmes for pupils and help to monitor their progress.• Share or contribute in reporting progress to parents as well as assisting the Lead Teacher in writing formal end of term reports.



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3. Welfare and Discipline Matters	<ul style="list-style-type: none">• To ensure the safety and security of the children at all times and to bring to the attention of the senior staff any matters concerning the wellbeing of the children.• To provide the necessary support and pastoral care for pupils inside and outside the classroom.
4. Extra-Curricular Activities	<ul style="list-style-type: none">• Supervise and coach students in the after school activities programme and the extra-curricular sports and performing arts programmes.• To lead at least two Enrichment Activities per week in an area of your strength.
5. Personal Development	<ul style="list-style-type: none">• Participate in the annual Professional Performance Review.• Participate in School-wide Inset initiatives.• Seek INSET opportunities that may arise from the Appraisal process, including pathways to higher qualifications.• Seek advice from line managers with regard to professional development and career paths.• Take full responsibility for areas that may be reviewed in a full School audit.
6. Collegiality	<ul style="list-style-type: none">• Attend meetings designed to share information necessary for the smooth running of the School and the successful delivery of its programmes.• Supervise students during non-period time as determined by the duty rota.• Supervise classes on behalf of colleagues as determined by the cover schedule.• Behave at all times in a manner befitting a role model for the students of the School and in a manner that brings only respect to colleagues and the reputation of HBJ in line with teacher standards and those of HBJ.• To support colleagues as necessary and to work co-operatively as part of a team attending all meetings and INSET.

Key Relationships:

Internal

- School Leadership Team
- Class Teachers
- Specialist Teachers
- Administration Team

External

- Parents

Other important features or requirements of the job:

- You will need to be calm and patient with a positive approach to managing small children.
- Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.



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III. Person Specification

	Essential	Desirable
Behaviours	<ul style="list-style-type: none">• Patience• Reliability• Sense of Responsibility• Enjoy the company of children• High levels of enthusiasm• Will work as part of a team undertaking many kinds of duties	<ul style="list-style-type: none">• Energy• Willingness to learn and adapt•
Skills and Knowledge	<ul style="list-style-type: none">• Experience with children• Understanding of how young children develop and learn• Understanding of play based learning• Understanding of the expectations of International schools.• High Level of spoken and written English• Ability to work in a way that promotes the safety and wellbeing of children.• Effective communication and engagement with children and their families.	<ul style="list-style-type: none">• Phonics• Behaviour management• Knowledge and understanding of positive disciplinary methods.• Knowledge and understanding of child development and its impact on behaviour.
Experience	<ul style="list-style-type: none">• Some previous experience of working with children is necessary, whether paid or voluntary	
Qualifications	<ul style="list-style-type: none">• College or above degree• Chinese teaching certificate/credential	<ul style="list-style-type: none">• Mandarin teaching certificate