



VICTORIOUS KIDSS EDUCARES®

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Early Year Programme Teachers

Nature of the Role

A homeroom teacher is responsible for the holistic development of the students of her/his classroom. S/he will abide by the IB pedagogy, school philosophy & policies. Whilst the HR recruits a teacher for the EYP, s/he can be placed in any grade from Playgroup to PYP 1 depending on the vacancy. We believe that each educator needs to have the experience of dealing with the different age groups across the Programme spectrum.

Reports to: Grade level coordinator, EYP Head & Principal

Main Responsibilities and Accountabilities Curriculum

- Planning, preparing and delivering instructional activities that support the philosophy of the Early Childhood and facilitate an inquiry based learning approach
- Maintaining good relationship with students and exercising appropriate authority
- Assessing students' progress according to the school assessment policy
- Attending required meeting
- Collaborating with other homeroom teachers, subject specialists and other members of the school community
- Active participation in the process of preparation of school events, competitions, and implementation of extracurricular programmes
- Implement different strategies & tool for classroom management
- Creating conducive and creative learning environment
- Incorporating real-life experiences, current events, technology, arts, field trips and more
- Instructional Strategies: use many types of instructional strategies including teaching through inquiry and differentiated instruction.
- Technology Integration: incorporate technology across all disciplines whenever possible and appropriate
- Curriculum Development: work closely with the higher authorities and other staff to develop and align curriculum with the IB PYP, and achieve the goals of the school
- Set high and measurable goals for student achievement and evaluate student progress using summative and formative assessments
- Include the use of community resources, cooperate with families in welcoming them to our community, and maintain solid communication with all community members.
- Encourages & role models for the students to use the resources wisely
- Send update emails to parents

- Train and support the associate/new co-teacher
- Train and assign appropriate tasks to the class nurse maids
- Supervise a hygienic classroom environment
- Encourage the students to be independent and responsible for their learning and belongings
- Keeping in mind the student's MI while designing learning experiences
- Giving constructive feedback to the students
- In case of a SEN student - collaboration with the SEN department
- Planning and facilitating appropriate lesson for the SEN student/s
- Promoting and practicing academic honesty

Communication

- Is fluent in English (reading, writing, speaking)
- Uses a soft, polite and courteous language
- Maintain a clear communication with the higher authorities
- Maintain a clear and regular communication system with the parents keeping in mind the school philosophy
- Maintaining communication with parents or guardians concerning students' progress, classroom life and school events
- Maintain a clear & respectful and age appropriate communication in the classroom with the students
- Is respectful and open-minded while communication/sharing ideas with colleagues
- Regular and mindful note-book/worksheet/book checking

Administration/documentation

- Check the student diary every morning
- Maintain the class attendance on ERP
- Check class email every evening
- Make 9 stage planners
- Make & follow lesson plans
- Maintain the tracking file in collaboration with the other homerooms
- Create/mark report cards
- Supervise the student portfolio process
- Supervise the filing of students work · Tracking the time-table
- Administrate the in-out time of specialist Maintain anecdotal records
- Create, record and report assessment
- Maintain the Medical report of students

Professional Development

- Regular reading and reference to the IB documents and publications
- Participation in OCC
- Follow several blogs to stay connected and updated with the latest teaching & learning methodologies
- Using the PD books in library
- Stay updated with the latest IT
- Stay updates with the latest happenings around the world
- Attend the school PD trainings

- Initiate sharing sessions/workshops for colleagues

Key Performance Indicators

- Participation in morning meetings
Students reflecting their learning
- Productive & creative contribution during the collaborative meetings
- Parental feedback
- Enthusiasm and commitment to the IB & school mission statement.
- A degree in education and appropriate graduation or post-graduate teaching qualifications
- Strong communicative skills and the ability to collaborate effectively
- Strong organizational and time-management skills
Want their work to define best practice
- Respect and thrive in a dynamic, changing, and growing environment
- Want to participate in introducing educational innovation to the wider community
- Has a sense of humour
- Follow dress code of the school
- Use of personal cell phone for school work only
- Strong organizational skills
- Effective interpersonal and communication skills
- Demonstrate patience and flexibility Position Requirements (Physical)
- Physically and mentally fit to carry out the job requirements
- Energetic and enthusiastic