Job Description of Primary Home Room Teacher

Role Summary:

The Home Room Teacher (HRT) in the Primary School is responsible for creating a nurturing and engaging classroom environment that supports holistic child development. The HRT co-teaches to ensure effective delivery of the curriculum in accordance with the NMAJS's statement of High-Quality Teaching and Learning (HQTL). The HRT is accountable to the Class Level Leader and the PYP Coordinator, and reports to the Head of Learning.

Key Responsibilities:

1. Learning Design:

- Collaboratively design, implement and document detailed plans aligned with the school's learning philosophy ensuring unit plans, weekly plans and daily plans are clear and attainable.
- Collaboratively plan learning & teaching that addresses learner variability and diversity.
- Participate in regular and collaborative planning meetings.
- Ensure learning and teaching adheres to the HQTL, philosophy, aims, and learning objectives articulated in the NMAJS curriculum handbooks.
- Plan and participate in experiential learning in local and global contexts: special events, and off-site learning experiences to enrich students' learning journey.
- Incorporate relevant technology to support teaching and learning.

2. Co-Teaching:

- Collectively define shared classroom responsibilities, including classroom management, pastoral care, assessment and parent communication.
- Collaborate with co-teacher and assistant teachers to design and implement lessons.
- Specify the role of each co-teacher in daily lesson plan and delivery.
- Build respectful relationships within teaching teams.

3. Assessment:

- Ensure compliance with the school's Assessment Policy.
- Provide meaningful assessment opportunities aligned with the school's assessment policy.
- Monitor, document and provide feedback on learners' progress and development for a variety of purposes.
- Record and analyse assessment data to support learning and school needs.
- Communicate with parents through reports, conferences and on the school's digital platform (Learning Management System).

4. Learning Environment:

- Create a physically and emotionally safe, inclusive and stimulating learning environment.
- Set up flexible learning spaces including provocations that encourage exploration and creativity.
- Manage learning displays and documentation of learning in the environment.
- Establish and manage routines that support student well-being and learning.

- Plan and manage resources for learning.
- Model and promote respectful behaviour, in line with the school's Behaviour Management Policy.

5. Community Engagement:

- Build and maintain partnerships with parents, providing informed updates on their child's progress.
- Prepare for and participate in scheduled parent interactions about the school and progress.
- Engage with the local community, organize guest speakers and collaborative projects to enhance learning and community connections.
- Take an active role in the wider community, participating in co-curricular activities, school trips and extension activities as necessary.
- Participate in off/on-site overnight student field trips or events.
- Attend special events and support student functions outside of the regular school day as required.

6. Student Safety and Pastoral Care:

- Ensure compliance with the school's Child Safeguarding and Protection Policy and the Inclusion Policy.
- Create a nurturing environment where students feel safe, supported and valued, addressing their social and emotional needs with empathy.
- Ensure students are supervised at all times.
- Collaborate with the Student Care department for individual students, small groups or whole class interventions or initiatives.

7. Professionalism:

- Have a thorough understanding of and comply with the school's guiding statements, policies and codes of conduct as articulated in the Staff Handbook.
- Communicate respectfully with students, parents and colleagues.
- Maintain punctuality and regular attendance during all scheduled workdays, including Saturday Workdays (TWD).
- Participate in professional learning sessions to enrich practices and remain current in educational practices.
- Collaborate with colleagues to share effective practices and resources.
- Participate in review and reflection of one's performance as per the school's appraisal process.
- Take on assigned duties for events, school processes and safety procedures.
- Participate in the curriculum review and accreditation process as appropriate.
- Supervise students during morning registration, breaks and lunch and co-curricular activities.

Other Responsibilities:

Perform any other duties as assigned by their Reporting Manager and/or the Head of Section.