Job Description of Home Room Teacher (Early Years)

Role Summary:

The Home Room Teacher (HRT) in the Early Years 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 through play and inquiry-driven approaches in accordance with the NMAJS's statement on High Quality Teaching and Learning (HQTL) and the school vision, mission and values. The HRT is accountable to the Class Level Leader and the Early Years Coordinator, and reports to Head of Early Childhood.

Key Responsibilities:

1. Learning Design:

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

2. Co-Teaching:

- Collectively define shared classroom responsibilities, classroom management, pastoral care, assessment and parent communication.
- Collaborate with co-teachers 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 school digital platforms (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 updates on their child's progress, strengths, and any areas for development.
- Prepare for and participate in scheduled parent interactions about the school and student progress.
- Take an active role in the wider community, participating in co-curricular activities, school trips and extension activities as necessary.
- Attend special events and support student functions outside of regular school day as required.
- Engage with the local community, organising guest speakers and collaborative projects to enhance learning and community connections.

6. Student Safety and Pastoral Care:

- Ensure compliance with the school's Child Safeguarding and Protection Policy and the Inclusion Policy.
- Create a nurturing atmosphere where students feel safe, supported, and valued, addressing their social and emotional needs with empathy.
- Ensure students are always supervised.
- Collaborate with the student care department for individual students, small or whole class interventions or initiatives.

7. Professionalism:

- Have a thorough understanding 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 teacher workdays).
- Participate in professional learning sessions to enrich teaching 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 ongoing curriculum review and accreditation processes as appropriate.

Other Responsibilities:

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

Requirements:

- Early Childhood Certification or equivalent
- Familiarity with play-based and inquiry-driven teaching methodologies.
- Strong organizational and communication skills.