



KG Homeroom Teacher

Reports to: Principal - International

Updated on: 3 August 2020

JOB DESCRIPTION

Summary/Objective:

The English KG Homeroom Teacher encourages the physical, social, cognitive and academic development of each student in a safe and supportive environment. He/ she is a passionate educator who models and supports the growth of fundamental virtues of love, respect, curiosity, interest and harmony. He/ she strives to create a student-centered environment and participates in continuous reflection and improvement of learning and teaching practices.

Essential Functions:

1. Performance

- Oversees the educational welfare of his/ her students
- Develops positive relationships with every student
- Demonstrates professional competence and vision
- Conducts regular team meetings with Chinese Lead teacher and Chinese assistant teacher(s) to reflect on learning and teaching practices and continuously improve them
- Evaluates students' progress in learning with in accordance with BIBA criteria
- Completes all required documentations and reports
- Provides day-to-day supervision and support to teaching assistants
- Actively participates in departmental and school wide events, including promotional and recruiting events

2. Communication

- Prepares and hosts parent information evenings and parents conferences
- Issues weekly newsletters to parents
- Remains professional and approachable for any parent concerns and/or feedback
- Establishes ongoing parent communications to ensure parents are well informed of their child and their development.
- Communicates through approved channel of communication
- Meets regularly with principle to review curriculum plans and activities and evaluate program's effectiveness
- Helps parents to understand the curriculum and find ways to involve parents in the daily program.
- Attends all meetings (i.e. staff meetings & parent meetings) consistently and punctually
- Models and encourages cultural awareness and understanding

3. Curriculum



- Creates lesson and unit plans
 - a) Clearly defines the purpose for all learning activities.
 - b) Plans teaching-learning experiences that help each student successfully achieve the stated outcomes.
 - c) Plans a variety of teaching strategies to match the learning styles of all students.
 - d) Organizes class time with activities that have a clear purpose and engage students' attention
 - e) Uses media and technology to enhance lesson delivery and student performance.
- Participates in improving the quality of the educational programs in the school
- Utilizes all available resources to provide a stimulating and enriching program.
- Plans quarterly field trips
- Records and maintains information on each child's progress and development in their growth files

4. Classroom Management

- Maintains all classroom equipment (including all toys, books, games, furniture, etc.)
- Ensures the classrooms physical environment is arranged, safe, and attractive manner
- Provides a positive classroom atmosphere (displays, warmth, arrangement of furniture, etc.) that fosters community
- Clearly defines responsible behavior for their students, including guidelines and consequences for good and bad student behavior in the classroom
- Encourages students to become accountable in keep the school clean, neat and tidy
- Establishes well defined classroom routines and procedures
- Maintains accurate records for student grades, behavior and attendance
- Appropriately displays classroom projects and relevant classroom information

Required Skills and Abilities:

- Current knowledge in the field of Early Childhood Education.
- Ability to relate in a positive and friendly, warm, and courteous manner
- Makes strong connections with people across Asian and Western cultures
- Demonstrate success in working as a member of a team
- Effective and strong communication skills (orally and written)

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 7:40AM – 4:30PM.

Preferred Education and Experience

- Preferred Bachelors Degree or above in Early Childhood Education or equivalent



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- Possesses 2 or more years work experience in Early Childhood development

Local or International Hire: International