



JOB DESCRIPTION **Early Years Homeroom Teacher**

JOB TITLE: Early Years Homeroom Teacher

REPORTING TO: Head of Early & Middle Years

COLLABORATES WITH: All teaching staff, teaching assistants specialists, and EY administrative staff; Department, parents of the students, and all educators within Woodstock School.

PURPOSE OF THE JOB:

- To teach students in Grades 2 and 3 all core subjects and others as required.
- To create learning experiences that include outdoor activities and field work, making full use of Woodstock School's facilities as well as our Indian context and Himalayan environment
- In both pastoral and professional ways, to model Woodstock School's [*Desired Learning Outcomes*](#) by teaching in a way which [*Elicits Greatness*](#) and make decisions in accordance with our [*Guiding Principles*](#)

DUTIES AND RESPONSIBILITIES:

- Coordinate with the TA to differentiation between grade-levels and groups using grade-level standards.
- Organise the classroom, learning resources and displays so that there is a welcoming, safe and positive learning environment
- Keep all students safe through abiding by the Safeguarding and Child Protection policies at Woodstock as well as active supervision
- Develop meaningful, collegial, and professional relationships with all students and staff
- Plan, prepare and present lessons that cater for the needs of the whole ability range within the multi-grade class, and a range of learning styles, using the core resources provided. Identify new resources for the annual Early Years budget request.
- Teach all areas of the core curriculum with enthusiasm, including RE. Subjects such as general music, drama and PE are taught by specialist teachers with whom cross-curricular planning and collaboration is encouraged.
- Motivate students with enthusiastic, imaginative presentation and interesting project-based learning activities
- Take responsibility for the learning and progress of all students in Grades 4 and 5
- Meet requirements for the assessment and recording of students' achievements and progress, using Jumprope
- Mark work and give feedback to students to facilitate positive student development
- Lead and facilitate the Morning Meeting at the start of each day, and, when possible, a time of Reflection at the close of the day
- Attend and participate in Early Years Weekly Assemblies and other important whole-school and EY division events throughout the school year
- Establish and maintain a classroom atmosphere that nurtures understanding, respect, safety, and care, in the play areas and in the dining hall.



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- Be mindful of the social and emotional needs of all the students in the class.
- Provide pastoral care and support to the students in Grades 4 and 5, in collaboration with the Head of Early Years
- Embed the school's Guiding Principles and Desired Learning Outcomes into all classroom practice and decision-making
- Be a good role model for your students
- Provide feedback to parents on a student's progress at Parent Teacher Conferences and other meetings
- Organise and take part in school and community events, outings and activities, including Activities Week and the Early Years Outdoor Education program, some of which take part out of school hours
- Be aware of and follow school policies
- Supervise students in Early Years in the Quad and the playground during recess, lunch times and after school, as assigned by the Head of School
- Contribute to the Early Years enrichment activities' programme, known as Passage, by running an after-school club linked to your passion, hobby or interest – such as cooking, sewing, team games, robotics, sport, birdwatching etc.
- Support the regular review, evaluation and development of the curriculum and enrichment provision in Early Years as outlined in the Curriculum Policy
- Work with others to plan, improve and develop the implementation and delivery of a purposeful and enjoyable student-centred curriculum, making effective use of resources and the outdoors
- Plan and deliver learning which meets children where they are; reflect upon how teaching and learning in your classroom align with the school's Definition of High Quality Learning and Definition of Global Citizenship.
- Prepare the Grade 5 students for the transition to Grade 6 and the MYP programme
- Be a supportive and active member of the Early Years Team at all times
- Attend the weekly Whole School Staff Meeting and the regular Early Years Team meetings
- Be willing to participate in and share Professional Development with colleagues

Teachers at Woodstock School are expected to:

- Chaperone student travel at ends or beginnings of semesters, when requested
 - Participate in orientation and professional development days at the beginnings and endings of semesters.
 - Chaperone or lead field trips during Activity Week.
 - Plan and provide teaching and learning classes and activities appropriate to the needs of the International student body and in conformity with the Woodstock curriculum, preferred teaching strategies, and classroom environment guidelines.
 - Accept and support Woodstock's [Religious Life Policy](#).
 - Contribute to school committees and staff meetings.
 - Participate in the life and work of the Woodstock community.
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- Participate in annual evaluation and professional growth, taking full advantage of professional development opportunities

BACKGROUND ON CURRICULUM AND ASSESSMENT:

- The Curriculum in Early Years is standards-based. Mathematics and English Language Arts are based on the Common Core; Science uses the NGSS standards. The Early Years Curriculum has been planned to align with the IB Middle Years Program.
- The Early Years Department uses Jump rope as its online gradebook, to record data on students' achievements and progress.
- Knowledge of Responsive Classroom would be useful, as the Morning Meeting and Reflection are based on this approach.
- Knowledge of Montessori philosophy and methodology is a plus.
- Knowledge of Tribes is a plus.

SKILLS AND QUALIFICATIONS REQUIRED:

- A Bachelor's / Master's degree from an accredited institution
- Valid Certification(s)/ Teaching License
- A minimum of 5 years of experience in teaching Upper Elementary
- At least 2 years' full-time teaching experience in International School
- Fluency and accuracy in written and spoken English
- Computer skills at a level that permits the creative and effective use of technology in the classroom
- Proven ability to work effectively in a team, preferably involving both national and international staff

PREFERRED QUALITIES AND QUALIFICATIONS:

- International experience in a multi-cultural environment
- Enjoys working with children; good communication skills – both verbal and written – appropriate, clear, effective, articulate; Be well organized; able to cope well with stress; good at multi-tasking; culturally sensitive; able to keep confidences; a creative thinker; a good team player; an enthusiastic and energetic person; a good leader; good time management skills and is a life-long learner
- A record of successful engagement with students in a distance learning and hybrid learning context. Woodstock School's approach is to appropriately use Seeaw, Loom, Padlet, Zoom, Office, GoogleDocs, and EdPuzzle.

APPLICATION DEADLINE: June 2023

HIRING PROCESS:

- Interested applicants should apply through <https://my.hirehive.io/woodstock-school>
- Shortlisted candidates will be interviewed by the hiring committee via Skype/Zoom

JOINING DATE: July 2023