



## JOB DESCRIPTION

### Grade 2 & 3 Homeroom Teacher

**JOB TITLE:** Grade 2 & 3 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 JOB:**

- To teach students in **Grades 2 and 3** all core subjects and others as required.
- Deliver the **Grade 2 & 3** curriculum with consistency and excellence.
- Design immersive learning experiences that incorporate outdoor activities and fieldwork, leveraging Woodstock School's facilities, our Indian cultural context, and the unique Himalayan environment
- Assess student progress using effective evaluation methods
- In both pastoral and professional ways, exemplify [Our Calling](#) by teaching in a way which [Elicits Greatness](#) and make decisions that align with our [Guiding Principles](#). To know more, please visit [About Woodstock](#).
- Develop a genuinely personal and profound enjoyment of **Early Years** and the learning environment

**DUTIES AND RESPONSIBILITIES:**

**Teaching and Curriculum Development:**

- Model a lifelong love for learning, generosity of spirit, and integrity
- Develop, maintain, and continuously update existing unit plans and curriculum-related documents
- Work collaboratively and positively contribute to departmental tasks such as policies, common assessments, instructional practices, grading practices etc.
- Develop and implement assessment strategies that support student learning and provide meaningful feedback
- Embrace the department focus on critical thinking and student-centric hands-on, inquiry-based learning approach
- Ensure that students develop a strong conceptual and contextual understanding while honing their practical problem-solving skills.
- Consider the differing ability of students by differentiating work, accordingly, utilizing varied teaching strategies and modes, and offering regular out of class opportunities for support
- Coordinate with the TA to differentiate between grade-levels and groups using grade-level standards.
- Organise the classroom, learning resources, and displays to create a welcoming, safe and positive learning environment
- Keep all students safe by 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



# Woodstock School

- Plan, prepare and present lessons that are differentiated to 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. Subjects such as general Music, Drama, Art, Religious Education, Wellness and Physical Education are taught by specialist teachers with whom cross-curricular planning and collaboration are encouraged.
- Motivate students with enthusiastic, imaginative presentations and interesting project-based learning activities
- Utilize a restorative approach to classroom management

## **Supporting student centric learning and development:**

- Take responsibility for the learning and progress of all students in **Grades 2 and 3**
- Meet requirements for the assessment and recording of students' achievements and progress, using Jumprope / See Saw
- Mark work and give timely 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
- Establish and maintain a classroom atmosphere that nurtures understanding, respect, safety, and care, in the play areas and in the dining hall.
- 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 2 and 3**, in collaboration with the Head of Early Years
- Be a good role model for your students
- Provide informed feedback to parents on a student's progress at Parent Teacher Conferences and other meetings
- 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 2 students for the transition to Grade 3**

## **Co- Curricular and School Commitment:**

- 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 programme, known as the [PASSAGE activity](#), by running an after-school club linked to your passion, hobby or interest – such as cooking, sewing, team games, robotics, sport, birdwatching etc.
  - Chaperone student travel at the end or beginning of each semester
  - Accept and support Woodstock School's inclusive [Religious Life Policy](#).
-



- Participate in annual evaluation and professional growth, taking full advantage of professional development opportunities
- Be a supportive and active member of the Early Years Team at all times
- Attend Whole School Staff Meetings and regular Early Years Team meetings
- Attend and participate in Early Years Weekly Assemblies and other important whole-school and EY division events throughout the school year
- Be willing to participate in and share Professional Development with colleagues
- Organise and take part in school and community events, outings and activities, including [Activity Week](#) and the Early Years Outdoor Education program, some of which take part outside of school hours
- Be aware of and follow school policies
- Support the regular review, evaluation and development of the curriculum and enrichment provision in Early Years as outlined in the Curriculum Policy

## **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 presently planned to align with the IB Middle Years Program.
- The Early Years Department uses Jumprope for now BUT **is planning on shifting to SeeSaw** 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 & Reggio Emilia philosophy methodology** is a plus.
- Knowledge of Tribes PLC 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 3-5 years of experience in teaching Upper Elementary
- At least 2 years' full-time teaching experience in an 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; comfortable working in the outdoors (camping), a good leader; good time management skills and is a life-long learner
  - A record of successful engagement with students in distance learning and hybrid learning contexts.
-



# Woodstock School

**APPLICATION DEADLINE:** On rolling basis

**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 2026