



Job Description

Job Details	
Position / Title	Kindergarten Teacher
Department	Academic
Reports To	KG Coordinator
Line Manager	
Job Code	JD/HR/61
Prepared/Revised On	December 2019
Job Purpose	
<p>Use your training and experience to introduce the world of learning in our kindergarten teacher position. As an educational professional for young children, you will feel comfortable constructively enforcing school schedules and rules while creating your own lesson plans and providing a nurturing environment where children can learn. Our school supports creative learning and is looking for an enthusiastic and motivated educator to fill this position. You will report to the Principal and participate in project groups with colleagues who love teaching as much as you do. Apply today to move your teaching career in a positive direction.</p>	

Responsibilities	
1.	Plan a program that helps each student achieve learning objectives and curriculum goals.
2.	Create age-appropriate lesson plans to introduce young students to reading, math, science, history and physical education subjects, utilizing games, music, books, art, technology and other resources to teach basic skills and foster student development.
3.	Select and use instructional methods and materials appropriate to the students and learning activities Present lessons to the entire class group as well as arrange for small group learning stations based on educational themes to address a variety of learning styles.
4.	Adapt standard teaching methods to meet different student needs and interests.
5.	Create a positive and appropriate classroom environment that is conducive to learning.
6.	Make student observations regarding their strengths, abilities and areas of improvement, and report to parents and specialized educators if necessary for further testing and intervention. Evaluate and record children's social and academic progress.

7.	Monitor children's interactions and nurture cooperative social behaviour through games and activities.
8.	Teach students social skills, academic concepts, how to follow a schedule and how to comply with rules in individual and group settings to prepare for elementary education.
9.	Instruct children on personal hygiene practices and self care.
10.	Assess students performance and progress to ensure they are mastering the skills on a regular basis.
11.	Maintain an open line of communication with parents and provide appropriate information.
12.	Develop and implement a suitable classroom management system, establishing and effecting rules for acceptable behavior. Apply and follow up on approved disciplinary interventions.
13.	Ensure equipment and facilities are clean and safe.
14.	Provide constructive feedback to parents, guardians and administration.
15.	Prepare reports.
16.	Cooperate and collaborate with school administration to satisfy school objectives, including preparing students for standardized testing and health screenings.
17.	Perform required administrative duties including attending staff meetings.
18.	Follow and adhere to the ICS Confidentiality Policy.
19.	Uphold the school code of conduct and all school policies, rules and procedures in a supportive and positive manner.
20.	Follows any other instructions and performs any other related duties as assigned by the Principal and/or Vice / Assistant Principals, where they do not breach school policies.
Key Performance Indicators (KPI's)	
1.	Implementation of relevant ICS policies and procedures.
2.	Meet all deadlines.
3.	Effective relationships with parents and students.
4.	Create Safe and ordered learning environment.
5.	Ensure each student makes progress in every lesson.
6.	Ensure lessons which develop independent learners.
7.	Well planned differentiated weekly and unit plans.



8.	Detailed data analysis on summative and formative assessment tools.
9.	Daily marking of books, with weekly developmental comments.
10.	Termly displays as per policy.
11.	Correct exam papers and all summative assessment tools.
12.	Identify and generate reports based on student performance different levels.
13.	Timely reporting of student behaviour and academic progress.
14.	Follow up of instructions from Supervisor and Academic Coordinator.
15.	Timely attending of school activities.
Communications and Working Relationships	
Internal:	School staff and senior management
External:	Students, parents, visitors, ICS team members
Qualifications and Experience	
Minimum Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree in Elementary Education or equivalent • Certification or licence as required by relevant State/Country
Minimum Experience:	4-6 years' teaching experience preferred
Required:	<ul style="list-style-type: none"> • Valid elementary/primary teaching credential • Patience to work full time with young students • Exceptional communication skills with students, families and coworkers
Preferred:	<ul style="list-style-type: none"> • Willingness to participate in after school enrichment opportunities for students • Experience in kindergarten education • First Aid and CPR certifications an advantage
Competencies and Skills	
To perform the duties and responsibilities successfully the below requirements are a must for the appropriate accomplishment of this job:	
1.	Excellent communication skills
2.	Teaching, planning and organizational skills
3.	Problem-solving skills



4.	Energy and Enthusiasm
5.	Excellent judgement
6.	Ability to work under pressure and to meet deadlines scheduled
7.	Ability to be adaptable and flexible
8.	Creative and artistic teaching abilities
9.	Ability to work as part of a team
10.	Keep abreast with the latest trends and best practices
11.	Understanding and proficiency in relevant technology
12.	Good organization and administratively skills in terms of record keeping and follow up.
13.	Patience and empathy in responding to the unique needs of individual students.
14.	Assertiveness and fairness in handling conflict and behavioural problems.
15.	Competent in the operation of a range of standard audio-visual teaching aids.
16.	Knowledge of current educational and instructional methodologies and techniques
17.	Excellent knowledge of child development and latest education theories and practices
ICS is committed to Child Protection and promoting the welfare of Children and Young People. All successful candidates will be subject to Police Checks and ADEK approval.	

Approvals and Job Holder Acknowledgement			
	Name	Signature	Date
Employee			
Head of Department			
Principal			