

JOB PROFILE

POSITION: English Lead Teacher

JOB LOCATION: Beijing (Daystar Academy: Quan Fa Campus)

JOB SUMMARY

The English Lead Teacher is responsible and accountable for the activities and outcomes of the appropriate classroom. The incumbent will coordinate classroom personnel in the conduct of classroom activities.

DUTIES AND RESPONSIBILITIES

- Oversees and participates in the designing, creating, and assessing of innovative activities and enhancing our existing curriculum
- Creates and maintains a safe, supportive and nurturing environment for children
- Updates parents about their child's experience at school in writing and in person
- Contributes to the overall success of the school, including participates in at least one after school activity and other marketing events
- Oversees and maintains the observation, assessment and recording of the students' growth and development throughout the entire school year
- Provides and maintains measures that will ensure child safety and welfare during school hours
- Maintains classroom students' individual and class journals
- Assists with non-teaching duties such as lunch and rest duties
- Attends staff operational and professional development meetings
- Mentors Support Teachers
- Collaborates with the Director and other staff members on developing and maintaining the overall success of the school
- Manages classroom budget as well as monitors classroom purchases
- Ensures classroom supplies and equipment are kept at appropriate operational levels, in good order, and are utilized effectively
- Develops and supports classroom teaching team
- Assists with the evaluation of classroom teaching team's overall performance

- Assists the Director in the identification of training needs of personnel within the classroom.
- Maintains own professional expertise and stays on the cutting edge of own field through educational opportunities, reading, attendance at conferences, etc. Promotes same with colleagues.

SUMMARY OF QUALIFICATIONS

1. Education, Training and Experience

- Degree in Education from a recognized university, early childhood preferred
- 2 years of experience as a lead teacher in a kindergarten
- Native English speaker
- Special education training preferred, but not required

2. Job Skills and Abilities

- Strong knowledge and awareness of age-appropriate programming and developmental needs of children
- Excellent teaching skills
- Strong leadership and communication skills
- Experience working with a variety of cultures and family dynamics
- Bilingualism an asset (English and Mandarin)
- Responsible, reliable, well-organized, flexible, team player
- Considerable initiative and creativity required to provide an exciting, dynamic and positive educational experience for children

DIRECT SUPERVISION:

- Coordinates the support teachers in classroom activities.