



Job Description

Key Stage 1 Class Teacher

Commencement date: 16th August 2023

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The school will be a dynamic, inspirational and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 850 students from age 6 to 18.

The School, opened in 2021, is a joint venture with Trumpteck, a leading provider of education services in China and Hong Kong, and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF is a place of opportunity, challenge and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEHF students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We encourage our students to:

- be exactly who they are, whatever their current interests or future aspirations.
- benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- have the freedom to experiment, express opinions, explore and take on new challenges.
- be supported by strong role models and inspired by their peers.
- find confidence and strength and, acquire and build the skills they need to succeed throughout their lives.

Staff

We are seeking to recruit the finest teachers and staff, providing them with the resources to nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles School.

Key Purpose of the Job

- ✚ To provide outstanding care and teaching of all pupils, helping them to develop their full potential
- ✚ To fully support the values of the school - Self-Belief, Aspiration, Kindness - to ensure the personal, social, emotional and physical development of every child.

Key Stage 1 Class Teacher will report to the Head of Prep

Main Duties

- ✚ To undertake all duties designated by the Head of Prep
- ✚ Understand the needs of the individual pupils in the class, structuring their learning so that they progress at a rate which challenges them in a secure environment
- ✚ Promote the general progress and wellbeing of pupils assigned to you and to be involved in the pastoral care of all children in the department, reporting any concerns to the Head of Prep
- ✚ To oversee a subject responsibility (suited to strengths and interests), as agreed with the Head of Prep
- ✚ To have high expectations of self and others
- ✚ Provide guidance and advice to pupils in all areas of their development
- ✚ Inspire each child to achieve their potential and develop enthusiastic and confident learners
- ✚ Plan appropriate work and organize the children's education in line with the KS1 curriculum
- ✚ Be aware of developments in ICT and how they may be integrated into subjects
- ✚ Work as part of a team and attend planning meetings with appropriate staff members
- ✚ Facilitate, support, and monitor the overall progress, learning and development
- ✚ Carry out assessments to inform next steps and set targets
- ✚ Maintain records as evidence of learning for each individual pupil's profile
- ✚ Set and mark work (including assessments) to be carried out by the pupils in school or at home, as required
- ✚ Assess, record and monitor the progress of each pupil and report relevant information on the progress and attainment of pupils to their parents through parent consultations, written reports and ad hoc face to face meetings / communication
- ✚ Regularly review your methods of teaching and Schemes of Work
- ✚ Participate in arrangements for your professional development and any arrangements that may be made for teacher appraisal
- ✚ Plan and organize curriculum related visits/speakers to enhance learning experiences and assemblies
- ✚ Undertake a proportion of duties to ensure the smooth running of the school, supervisory duties, breaks, lunchtime and After School Clubs
- ✚ Take responsibility for classroom displays and a proportion of the displays in Prep
- ✚ Promote equal opportunities for all pupils
- ✚ To act in a professional manner at all times
- ✚ To be an adaptable, pro-active, supportive, vigilant, positive, willing

- member of staff and to enjoy working with children
- ✚ Be an outstanding teacher
- ✚ Be confident and able in ICT
- ✚ Communication skills - be able to make points clearly and understand the views of others
- ✚ Self-management - be able to plan time effectively and to organize yourself well
- ✚ Be able to run an extra-curricular activity, if required
- ✚ Work with colleagues to develop a holistic education which blends tradition with innovation
- ✚ Work in close partnership with the Teaching Assistant, parallel Teachers and Head of Prep
- ✚ Work in partnership with parents
- ✚ Attend staff meetings that take place on a weekly basis
- ✚ Attend all 'INSET' days
- ✚ To adhere to the School's dress code
- ✚ Members of staff are expected to arrive punctually. The working day of the teaching staff begins before the children come into the classroom and ends after they have left. Where necessary members of staff are required to be on site between 8am and 6pm in order to fulfil the demands / expectations of the role
- ✚ Teachers will abide by the terms and conditions for their employment as outlined in their contract with the school
- ✚ To carry out any other duties that from time to time might reasonably be requested by the Head of prep or Headteacher.

Person Specification

LEH International School Foshan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.

Lady Eleanor Holles International School Foshan is a non-smoking site and staff and families may not smoke on the School grounds or within sight of the School.

	Essential	Desirable	Assessment
A commitment to working collegially combined with the vision and courage to develop a school from the very beginning	✓		Interview References
A strong academic background and a good degree in English or other closely related subject	✓		Application form
A teaching qualification e.g. PGCE and QTS and at least 2 years' experience post QTS		✓	Application form
Experience of teaching based on Prep School learning and teaching methodologies	✓		Application form Interview
International experience		✓	Application form

Experience teaching students whose first language is not English.		✓	Application form Interview
Excellent teaching, communication and interpersonal skills ,	✓		Interview References
A commitment to personal professional development	✓		Interview References
Contribution to staff professional development and leadership capacity		✓	Interview
A willingness to participate in the programme of extracurricular activities, fixtures and trips	✓		Interview
Active support of the pastoral system, including pastoral tutoring and the boarding house system	✓		Application form Interview
Excellent written and spoken English	✓		Application form Interview
Active support of the ethos and aims of the school	✓		Interview References
Committed to the safeguarding and well-being of children and young people	✓		Interview References

Rewards & Benefits

Remuneration	A competitive international salary based upon experience and proven ability to lead and inspire.
Contract	An initial contract of 2 years will be offered with a mutual option to extend
Accommodation	Rent free accommodation on site including a contribution to utility bills. Access to staff social facilities including gymnasium, social club and terrace. Access to school facilities including the library, swimming pool and sports hall.
Meals	Free meals in the school Dining Hall, subsidised refreshments and snacks in the Staff Common Room.
Medical	Free medical coverage, including for spouse and up to 2 dependent children.
Education for children	Free or subsidised education at LEHF for up to 2 dependent children.
Professional Development	<p>Excellent opportunities exist for personal and professional development in a caring and supportive environment. All staff are encouraged to identify their professional development needs and we offer regular professional INSED and the opportunity to attend external courses and other CPD activities. We fully support our employees' desire to progress and will look to support where possible and appropriate.</p> <p>New teachers to the school are allocated a mentor at the start of their employment and there is a well-planned induction process.</p>

Relocation & travel	Flights at the beginning and end of each contract will be provided at no cost to the post holder and their dependent family members. Details of the relocation package will be sent to successful candidates.
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