



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons: H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



Early Years Teacher

The International Community School (ICS), one of the longest established and most successful international non-proprietary schools in the Middle East, is seeking to recruit an experienced, enthusiastic and innovative **Early Years (EY1) Teacher** to join the school in **August 2024**.

The ideal candidate should:

- Hold a UK qualification for Early Years (EY) or equivalent.
- Be fluent in all aspects of English, acting as a role model for children.
- Have experience of teaching in English to 3-5 (EY) age range via a range of methods;
- Be committed and hardworking, with high expectations of themselves and the children in their care.
- Demonstrate excellent interpersonal skills and the ability to work with diverse groups of colleagues and children.
- Possess humour, energy, flexibility and be positive.

How to apply:

Applications should consist of a supporting letter of no more than two sides of an A4 page, addressed to the Principal, Mr. Alun Yorath (recruitment@ics.edu.jo), along with a current CV. For more information kindly visit our website at www.ics.edu.jo

The deadline for applications is **30th of June 2024**; however, please note that we reserve the right to appoint before the closing date, and interviews will be arranged for all short-listed applicants as soon as possible.

Email: office@ics.edu.jo | Website: www.ics.edu.jo | Telephone: +962 6 4790 666 | Fax: +962 6 5725 416

Our mission as an **inclusive**, **diverse**, and **happy** learning community is to harness the power of human connection to create fearlessly determined **global citizens**.



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Job Description Early Years Class Teacher

Specific Title: Early Years Class Teacher
Generic Title: Teacher
Department: EY/Primary School
Reports to: Primary Deputy Headteacher
VERSION UPDATE: January 2024

Role Summary: Promote effective learning, appropriate achievement, and educational, social, and personal progress of all students for whom the teacher is designated as being responsible through the EYFS framework and Revised National Curriculum for England, consistent with the aims of the school and the unique needs of each individual.

Role Responsibilities:

Teaching and Learning

It is a key responsibility of primary class teachers at ICS to ensure that their teaching and learning practice is aligned with school policy. Our [Teaching at ICS](#) and [Learning at ICS](#) documents provide further guidance on the expected attributes which follow:

- Be energetic, enthusiastic and innovative.
- Set the highest possible expectations of students and promote behaviours for learning.
- Have an up-to-date knowledge of curriculum and educational developments.
- Ensure that planning is aligned with the school's prescribed curriculums.
- Ensure effective planning and preparation for all lessons - including identification of objectives, key outcomes and success criteria - and share this in a timely manner with colleagues as needed.
- Ensure that taught lessons accurately reflect the planning while also being modified to cater to the needs of students being taught.
- Use a variety of teaching and learning strategies to engage all students.
- Involve students in target-setting and in evaluating their own achievement and progress.
- Make effective use of ICT to enhance teaching and learning.
- Set homework in line with the school policy.
- Work with the Learning Support Department and other agencies to cater for individual needs.
- Maintain an attractive and stimulating classroom environment.
- Ensure a safe teaching and learning environment.

Assessment

- Use assessment data as the starting point for determining appropriate planning for the needs of students.
- Work with teaching colleagues to analyse assessment data to inform the next steps in planning and provision for students.
- Mark and assess students' work against specified criteria and in line with the school feedback policy.



- Accurately record both formative and summative data in the school's assessment trackers, ensuring that externally benchmarked data is gathered in an accurate and timely manner.

Pastoral

- The education and welfare of students should be consistent with the philosophy embodied within the School's Mission Statement.
- Adhere to the school behaviour management policy.
- Ensure the physical, academic and social well-being of students in their charge.
- Safeguard the health and safety of students both when they are authorised to be on the premises and when they are engaged in school activities elsewhere.
- Ensure that students are dressed in line with school policy.
- Accurately record pastoral actions in the school's systems and communicate these to colleagues who need to know them and parents where appropriate.
- Ensure that safeguarding concerns are raised in a timely manner and accurately recorded in the school's systems.

Professional Development

- Be a reflective practitioner who participates in our Professional Learning Community.
- Engage in educational dialogue to continually improve practice.
- Be committed to professional development and participate fully in school professional development activities.
- Achieve any performance criteria or targets arising from the School's Performance Management .
- Contribute to whole school development e.g. by cascading information gathered from attendance of external courses.
- Attend school for the training days notified at the beginning of each year.
- Make an active contribution to the policies and aspirations of the school.

Communication

- Check school email regularly each day.
- Ensure adequate communication and consultation with students and parents on a regular basis.
- Inform the Phase Leader/Deputy Head/SEN teacher about any students achieving excellent results or making excellent progress/effort or encountering specific difficulties which impacts on progress.
- Ensure that the appropriate staff are aware of any medical problems students may have.
- Ensure that issues regarding 'health and safety' are raised with line managers.

Resources

- Ensure effective management and maintenance of resources.
- Ensure that equipment and resources are safely, securely, and conveniently stored.
- Identify additional equipment and materials for the development of school resources.

Administration

- Participate in administrative and organisational tasks as required by the school.
- Manage and supervise staff as appropriate e.g. ATs and LSAs.
- Fulfil all of the requirements and duties set out in the current Employee Handbook.



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- Undertake supervision duties as required.
- Use Google Suite as the default tool for school work and communication.
- Complete all paperwork, e.g. planning, assessments, and reports, accurately and on time.

Other Duties and Responsibilities

- Present a positive image of the ICS both within the school and the wider community.
- Contribute to the Co-Curricular Activities Programme.
- Follow school Health and Safety policies.
- Any other duties/responsibilities that the Primary Leadership Team may from time to time ask the post holder to perform.
- Teacher's practice should reflect the priorities in the School Improvement Plan.
- Organise and attend school trips and residential visits as appropriate.
- Be an active member of the school community.
- Be flexible and a 'team player'.

I understand the range of responsibilities of a teaching post at the ICS and agree to abide by the conditions as indicated in this job description. This job description will be reviewed annually.

Declaration:

I have read the above job description and accept the responsibilities and tasks as outlined

Name:

Signature:

Date: