

## Position S-4

**Job Title:**

Kindergarten Homeroom Lead Teacher

**School Description:**

Through the extensive network with global experts, the school incorporates research-based programs in the arts, music, and core subject areas, along with the latest advanced theories such as Howard Gardner's Multiple Intelligences and Daniel Goleman's Emotional Intelligence -- to create an outstanding environment which allows each child to become a true learner and empowered in their own learning experience. The school provides an American Active Learning preschool curriculum and environment -- the latest and most effective approach in early childhood education today.

**Location:** Beijing

**Requirements:**

1. Bachelor's degree (Preferably in Early Childhood)
2. Speaks English at an idiomatic level
3. Critical, creative thinking, imaginative and resourceful
4. Self-motivated and inspired with a passion for holistic education
5. Professional, well-spoken and well-presented
6. Persuasive and Problem solver
7. Start: ASAP

**Job Description:**

1. The Homeroom Lead teacher is responsible for the planning of a learner centered learning program meeting the objectives of the school English Immersion curricula. The teacher will deliver the learning program with the aid of one or two English-speaking teaching assistants and/or daily life teachers.
2. Content Planning and delivery Plan, prepare and deliver instructional activities, field trips that facilitate child centered, inquiry based, and active learning experiences.
3. Develop schemes of work and lesson plans based on and led by the observed needs and interests of the learners.
4. Use relevant and varied materials, resources, books and technology to enable exploration and learning. Instruct and monitor students in the use of learning materials and equipment.

5. Keep updated with developments in subject area, teaching resources and methods. Create a classroom environment that is safe and stimulating.
6. Plan the day and week's learning plan, with a variety of indoor and outdoor activities.
7. Educate learners in age appropriate behaviors in health and safety.
8. Assist children during meal times, bed times and, transition times and recess.
9. Observe and monitor learner's emotional and social well-being and development.
10. Develop and use appropriate procedures for classroom management, positive guidance and conflict resolution. Communicate appropriate procedures for classroom management, positive guidance and conflict resolution.
11. Empower the assisting teachers to teach and remind children of classroom rules, affirm appropriate behavior, and apply logical consequences for inappropriate behavior.
12. Ensure that appearance, cleanliness and safe environment of classroom are appropriately maintained. Ensure that all classroom equipment is in good working condition and used and maintained properly.
13. Keep, maintain, complete and accurate records as required by school policy. Keep updated and secure any personal records or documents with respect to the visa process.
14. Document the learner's progress throughout the year by observing, collecting, assessing and collating student's work.
15. Communicate necessary information regularly to students, colleagues and parents regarding learner progress and learner needs.
16. Establish and communicate rules of the classroom and expected behavior. Communicate appropriate procedures for classroom management, positive guidance and conflict resolution.
17. Empower the assisting teachers to enforce rules and affirm appropriate behavior. Coach and mentor teaching assistants and daily life teachers.
18. Complete regular written parent communications, such as newsletters and other communications as required by the school policy.
19. Foster a relationship with the learner and their parents. Keep daily instant active communication with parents in the morning and afternoon.
20. Report daily in the parent WeChat group of what we learned today, new words, etc.
21. Follow appropriate school procedures with respect to conflict management. Participate in department and school meetings, parent meetings

22. Help organize and participate in extracurricular activities such as social activities, sporting activities, clubs and teacher, student or parent organizations. Help mentor and support new teachers. Help maintain a pleasant work and learning environment

**Salary and Benefit:**

1. Minimum 20K-25k RMB/month after tax, negotiable depends on the qualification
2. 4000 RMB Housing allowance/month or free apartment
3. Health Insurance and Visa are provided
4. 1500 RMB Meal allowance/month
5. 1500 RMB transport allowance/month
6. 3000 RMB airfare allowance/month, airport-pickup
7. Chinese public holidays, paid holidays, 2-week summer & winter vacations and sick leave