

## **JOB PROFILE**

**POSITION:** English Lead Teacher, Ivy Bilingual Kindergarten

**START DATE:** Immediately

**JOB LOCATION:** Ocean Express Campus, Beijing

**REPORTS TO:** Campus Director

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## **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**

- Applies Multiple Intelligences theory in classroom practice
- 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
- Adheres to Ivy Group policies and procedures
- 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
- Understanding of Multiple Intelligences theory (to be provided by The Ivy Group)

### **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 Bilingual support teachers in classroom activities.

## **COMPENSATION&BENEFIT**

- Competitive salary within education industry;
- High-end medical insurance;
- Annual travel stipend;
- 85% reduction in your dependent's tuition fees that attend a Ivy kindergarten starting from the first year of employment subject to the availability of the place;
- Full paid winter, Christmas and summer holidays in addition the public holidays;

## **CAREER DEVELOPMENT**

You will receive development throughout your career and work with a dynamic team that are proud and passionate about what we can do in Ivy!

- Professional training opportunities offered by Ivy Training Institute
- A dynamic and competitive work environment
- Strong career progression opportunities within our national and worldwide network of Ivy schools

By joining Ivy, we are convinced that you could play a visible and important role in helping us to reform the education platform of the largest and fastest growing market in the world. We are confident that we can expose you to entrepreneurial challenges that could significantly accelerate the rate at which you achieve substantial professional stature.

## **HOW TO APPLY**

If you are interested in this role, please send your application to [recruiting@ivygroup.org](mailto:recruiting@ivygroup.org) . Please indicate the position you are applying for in your email. Should you need more information on our campus, please check out our website at [www.ivyschools.com](http://www.ivyschools.com) .