

**Rainey Kindergarten, Hangzhou, China**

**JOB DESCRIPTION**

**Nursery ‘Early Years’ Teacher (initial 3 year contract)**

**Responsible to: Rainey Kindergarten, Hangzhou (RKH) Principal/management team**

**Salary:** Competitive plus benefits (appropriate placing on Rainey Kindergarten, Hangzhou (RKH) salary scale)

**Job Title:** Nursery Teacher

**Working Hours:** 40 hours per week

**Reports to:** RKH Principal/Management

**The Opportunity**

Rainey Bilingual Kindergarten, Hangzhou, China will open in September 2019. We now seek to appoint a full-time Nursery Early Years’ teacher. The candidate will have outstanding Early Years’ experience and be a highly skilled and passionate teacher. Furthermore, he/she will be a key player in the education of Chinese nationals in a bilingual context for our bilingual Kindergarten. RKH offers tremendous professional opportunities for teachers wishing to bring best practice to China.

Known locally as RKH, Rainey Kindergarten, Hangzhou aims to provide a broad and balanced curriculum that enables each child to achieve their full potential in a happy and caring environment. RKH aims to discover the best in every child and challenge them to go beyond their expectations.

The School will benefit from exceptional facilities in our state of the art 3300m2 Kindergarten school, including:

* Specialist teaching classrooms
* State of the art new build
* Medical staff and infirmary
* An excellent outdoor play area

****Employer Information:****

RKH is part of Rainey Endowed Foundation which is embarking on a bilingual programme, in collaboration with Britain-China United and Rainey Endowed School (RES). RES, a 306‑year-old grammar school, is one of Northern Ireland’s most prestigious and successful schools and is one of the UK’s leading state schools.

Employment will be based on the current. TEACHERS’ (TERMS AND CONDITIONS OF EMPLOYMENT) REGULATIONS (NORTHERN IRELAND) 1987.

1. Exercise of general professional duties

A teacher who is not a principal shall carry out the professional duties of a teacher as circumstances may require:

(a)  if he/she is employed as a teacher under the reasonable direction of the principal of that school;

(b)  if he/she is employed on terms under which he/she is not assigned to any one school, under the reasonable direction of that employer and of the management of any school in which he/she may for the time being be required to work as a teacher.

2. Exercise of particular duties

(a)   A teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him/her by the principal/management from time to time, such particular duties as may reasonably be assigned to him/her.

(b)  A teacher to whom paragraph 1(b) refers shall perform, in accordance with any direction which may reasonably be given to him/her from time to time by the Board or by the principal/management of any school in which he/she may for the time being be required to work as a teacher, such particular duties as may reasonably be assigned to him/her.

1. **Planning**

MAIN DUTIES AND RESPONSIBILITIES

1.1 Planning and preparing courses and lessons;

1.2 Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;

1.3 Assessing, recording and reporting on the development, progress and attainment of pupils.

1. **General**

2.1   Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;

2.2 Providing advice and guidance to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports in accordance with Rainey Kindergarten Hangzhou policy.

2.3   Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher’s/ own position in accordance with Rainey Kindergarten Hangzhou policy.;

2.4   Communicating and consulting with the parents of pupils in accordance with Rainey Kindergarten Hangzhou policy.

2.5   Communicating and co-operating with such persons or bodies outside the school as may be approved by the Rainey Kindergarten Hangzhou policy/management.

2.6   Participating in meetings arranged for any of the purposes described above.

1. **Assessment/Reporting**

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher’s own position/ Rainey Kindergarten Hangzhou policy.

1. **Staff Development/Professional Development**

4.1   Participating, if required, in any scheme of staff development and performance review;

4.2   (a) Reviewing from time to time his/her methods of teaching and programmes of work;

(b) Participating in arrangements for his/her further training and professional development as a teacher.

4.3   Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**5. Discipline/Health and Safety**

5.1   Maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

5.2   Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**6. Review and Development of Management Activities/Administration**

6.1 Contributing to the selection for appointment and professional development of other teachers, including the induction and assessment of probationary teachers;

6.2 Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.

6.3 Co-ordinating or managing the work of other teachers;

6.4 Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

6.5 Subject to the provisions of Article 22 of the Order, attending assemblies;

6.6 Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

RKH is looking for a teacher who:

• has high expectations of the children and themselves

• has a passion for raising standards and attainment

• has an engaging teaching style which enthuses and motivates children to learn

• works well as part of a team

• has a commitment to improving and developing their own practice

**PERSONNEL SPECIFICATION**

**Nursery Early Years Teacher (initial 3-year contract)**

**(please note that experience must be accrued by the closing date for receipt of completed applications):**

**Essential Criteria:**

**The criteria that will be applied at shortlisting is as follows:**

1. Hold a teaching qualification which meets the requirements for recognition to teach in the UK with Nursery or Early Years as the main component.
2. Have a minimum of six months’ paid experience of having taught in a Nursery School/Nursery Unit attached to a Primary School within the last 3 years.

**Desirable Criteria:**

**(will be assessed from the application form)**

1. Experience of teaching & supporting children in a Nursery School / Nursery Unit attached to a Primary School that do not have English as a first language.
2. Experience of supporting children with additional needs in a Nursery School/Nursery Unit attached to a Primary School.

**Knowledge & Skills:**

1. Sound working knowledge of Northern Ireland/UK Curriculum and Assessment (or equivalent) for Pre-School Education.
2. Display a full understanding of pre-school pupils and their stages of development and the importance of play in this development.
3. Sound knowledge of safeguarding practices.
4. Knowledge of a range of EAL (English as an additional language) & Special Educational Needs associated with the pre-school setting.
5. Willingness to contribute to the strategic development of the school.
6. Excellent communication skills.
7. Excellent interpersonal skills.
8. Competent ICT skills.

**Personal Qualities:**

1. Ability to co-ordinate and lead a team teaching English as a second language.
2. Ability to work effectively with complementary partners.
3. Ability to motivate self and others.
4. Empathetic.
5. Ability to promote positive relationships with pupils, parents and staff.
6. Committed to raising standards in teaching and learning.

RKH is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to an appropriate criminal background check and satisfactory reference checks. All staff will be trained in Child Protection and understand to report concerns by following the safeguarding and Child Protection procedures. The successful applicant will need to obtain an Enhanced Access NI clearance. **Applicants must be registered with the General Teaching Council for Northern Ireland (GTCNI) upon taking up employment.**

By applying to this post, I agree to my data being held and processed by RKH and its partners.

Preliminary discussions with candidates will take place in late May. Shortlisted candidates will be notified, and final round interviews arranged accordingly. RKH reserves the right to enhance the criteria if necessary in order to facilitate a manageable shortlist



**Rainey Kindergarten, Hangzhou, China**

**Nursery Early Years Teacher**

**EMPLOYMENT CONTRACT**

The Employee (hereafter referred to as the member of staff) will be an employee of Rainey Kindergarten, Hangzhou (RKH) and the member of staff agrees to sign this contract and pledges to adhere to the obligations stipulated in it.

****Job Summary:****

****S**taff duties and responsibilities:**

1. All members of staff must comply with the schedule and regulations of Rainey Kindergarten, Hangzhou in conjunction and he/she must not resign during the contract term or they will be liable for breach of contract.
2. To work alongside the Nursery Early Years’ assistant to care for the daily needs of our children within the 2-5-year-old age range. Responsibilities include planning and presenting lessons and activities in accordance with the Early Years’ Curriculum. The successful candidate will maintain all records and keep up‑to‑date observations. He/she will work closely with all other members of the team, to provide an outstanding learning environment. He/she will liaise and build strong links with parents, in order to promote the 3-way partnership of parent-child-school.
3. The teacher must provide original ID certificates which meet Chinese government and comply with visa rules, and RKH management guidelines.
4. Teach children in accordance with Rainey Kindergarten, Hangzhou’s curriculum.
5. Plan and prepare accordingly to the benefit of the pupils and submit evidence of this to the school office for filing purposes. Professional development is compulsory for all staff.
6. To prepare assessments, summary records and final reports; and provide written and oral feedback in accordance with RKH policy.
7. Meet with students and parents in line with RKH expectations. Staff must always act in the best interests of Rainey Kindergarten, Hangzhou in all aspects of their conduct and work.
8. Participate in Teacher training programmes and workshops organised by the school.
9. Participate at promotional and in marketing activities organised by the school which may be held outside normal operating hours (by reasonable request.)
10. Attend all scheduled meetings where his/her presence is required
11. Other tasks assigned by the school Principal/management in his/her working hours (by reasonable request)
12. Accept reasonable change/adjustments at the request of the RKH Principal/management.

**Working Conditions and terms of employment:**

**Hours of work:**

Monday to Friday 8.00 am – 5.00 pm. This includes one hour’s lunch break and preparation, planning and assessment time of approximately 1.5 hours per day.

Holidays are in accordance with Chinese statutory holidays. RKH staff will be required to teach for 190 days maximum and there will be 10 additional days professional development led by RKH Principal (UK national) and management to a total maximum of 200 work days per academic year.

**Employer’s Duties and Responsibilities:**

1. RKH will provide support, offer guidance and review the member of staff through the Principal/management team (UK national.)
2. A locally based teacher and a UK national kindergarten assistant will assist the UK national teacher in their practice.
3. Remuneration: RKH teaching salary is very competitive. Salary will be paid monthly in to the staff member’s bank account.

Staff will benefit from a fully furnished apartment, plus return annual flights to his/her home destination.

Staff salary will increase, annually, subject to successful performance review by the Principal/management team.

A comprehensive medical insurance package will also be provided.

**Termination of Contract:**

1. If the teacher fails to perform his/her duties and responsibilities as shown in the Employer's working regulations and the contract or does not act in the best interests of RKH or brings the school into disrepute, their contract will be terminated with immediate effect. Consequently, the member of staff will not receive any further salary or benefits and will cease to be an employee of RKH.
2. If the teacher fails to perform satisfactorily, at the discretion of the Principal/management, the contract will be terminated with immediate effect.
3. A minimum three-month resignation period is required; otherwise, the member of staff may be in breach of RKH’s employment contract. Penalties may apply.

**Contract Term:**

This employment contract is effective from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YY).

Employer’s signature: ……………………………………….. (signature)

Block capitals: ………………………………………..

Member of staff: ……………………………………….. (signature)

Block capitals: ………………………………………..

Date: ………………………………………..

**How to Apply:**

An application form and job description and terms and conditions of employment are available on the RES website ([www.raineyendowed.com](http://www.rainey-endowed.com)). Completed applications should be received at the school **by 10.00 am on Thursday, 20 June 2019.** Late applications will not be accepted.