
JOB DESCRIPTION – EARLY YEARS FOUNDATION STAGES AND PRIMARY STAGE CO-TEACHER

REPORTING TO:

Subject Teacher, Homeroom Teacher, Subject Consultant, or Head of Department, as per school organogram.

CONTRACT TYPE:

Annual

ROLE OVERVIEW:

- **Class Responsibility:** Accountable for the students in the assigned class or classes.
- **Support Role:** Assist the Homeroom or Subject Teacher in implementing the school's educational programme, fostering the social, emotional, cognitive, and physical development of the students.
- **Guidance:** Perform duties and responsibilities under the direction and supervision of the Homeroom or Subject Teacher.
- **Class Assignment:** Co-teachers are assigned to specific class or classes for an academic year. However, in the best interest of the co-teacher and students, and based on the school's needs, co-teachers may be reassigned to different classes during the year.

PRIMARY RESPONSIBILITIES AND TASKS:

TEACHING:

- **Meeting Participation:** Attend grade-year planning and staff meetings.
- **Programme Implementation:** Assist the homeroom teacher in planning and executing the daily schedule of activities.
- **Student Monitoring:** Support the homeroom teacher in tracking each student's academic and behavioural progress, communicating any concerns or observations promptly.
- **Record Maintenance:** Aid the homeroom or subject teacher in keeping students' records, including observations and assessments.
- **Teaching Responsibilities:** Undertake teaching duties, including planning, for the entire class, small groups, or individual students to support their learning as needed.
- **Professional Development:** Attend staff professional development sessions as required.
- **Additional Duties:** Perform other duties as needed or assigned.

STUDENT WELL-BEING AND DEVELOPMENT:

- **Student Awareness:** Have an in-depth understanding of and attentiveness to students' needs.
- **Positive Relationships:** Cultivate a positive and supportive relationship with each child, promoting the development of their self-esteem.
- **Health and Safety:** Be proactive in matters related to students' health and safety both indoors and outdoors, reporting any concerns or observations to the homeroom teacher and administrative staff.
- **Behaviour Management:** Assist the homeroom or subject teacher in disciplining and guiding students in an appropriate and positive manner that maintains their dignity and self-esteem, in accordance with the school's behaviour management policy.

CLASSROOM ENVIRONMENT AND RESOURCE MANAGEMENT:

- **Classroom Environment:** Maintain a safe, well-organised, and visually appealing classroom environment that is conducive to the learning and development of students.
- **Resource Preparation:** Prepare the necessary resources for relevant learning activities and assist students in their utilisation.

COMMUNICATION AND COLLABORATION:

- **Effective Communication:** Communicate effectively and promptly with the homeroom teacher regarding matters related to students. Note that verbal and written communication with parents is the responsibility of the homeroom teacher.
- **Coordination:** Liaise with the homeroom or subject teacher before and during classes to ensure the smooth operation of activities.
- **Collaboration:** Work cooperatively with the teaching staff and administration.

CONFIDENTIALITY AND COMPLIANCE:

- **Confidentiality:** Maintain confidentiality regarding children, families, and colleagues within and outside of the school.
- **Child Protection:** Adhere to the school's protection and safeguarding policy.
- **School Core Values:** Fulfil responsibilities in accordance with Westcliff's core values and mission statement.

DRESS CODE COMPLIANCE:

- Adhere to Westcliff's dress code policy as outlined in the Westcliff International School constitution.

SUPERVISION AND DUTIES:

- **Student Supervision:** Participate in the supervision of students indoors, outdoors, and during school events, including trips and out-of-school activities, ensuring the safety and wellbeing of the students.

- **Snack Time Supervision:** Oversee snack times, using these occasions to model and encourage healthy eating habits.
- **Break Time Duties:** Fulfil break time supervision duties.
- **Nap and Prayer Supervision:** Supervise nap times, ablution, and prayer times as required.
- **Class Substitution:** Substitute classes as needed.

QUALIFICATIONS AND SKILLS:

BASIC QUALIFICATIONS & COMPETENCIES

- **Educational Background:** Bachelor's degree.
- **Communication Skills:** Ability to communicate effectively in the language of instruction, both orally and in writing.
- **Computer Proficiency:** Good computer skills.
- **Interpersonal Skills:** Excellent interpersonal skills.
- **Teamwork and Independence:** Ability to work independently and as part of a team.
- **Passion for Teaching:** A genuine passion for teaching and working with children.

PREFERABLE QUALIFICATIONS

- **Relevant Experience:** Previous relevant experience.
- **Positive Discipline:** Knowledge of Positive Discipline techniques and strategies.
- **Child Development:** Understanding of child development and learning.

This job description outlines general duties which may vary over time. The level of responsibility associated with the post will remain consistent.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: _____

Employee Signature: _____

Date: _____