

## APPENDIX A1



# THE INTERNATIONAL MONTESSORI SCHOOL

## JOB DESCRIPTION

### Pre-Elementary English Lead Teacher

**TITLE:** Pre-Elementary English Lead Teacher

**QUALIFICATIONS:**

- Completion of a full three year cycle within an IMS classroom.
- Written and spoken fluency in English.
- Demonstrated aptitude or competence for assigned responsibilities.
- Such alternatives to the above qualifications as the School Management may find appropriate.
- Flexibility and understanding of the needs of the School.

**REPORTS TO:** Campus Curriculum Leader

**COLLABORATES WITH:** Campus Faculty; Pre-Elementary Chinese Lead Teacher

**SUPERVISES:** No direct supervision

**TERM:** This is a one-year position. Future terms are evaluated on a year by year basis.

**JOB GOALS:**

1. To be a key leader in the improvement and standardisation of IMS Montessori curriculum, materials, and practice. To coordinate curriculum implementation with the teachers at one's own campus, the Pre-Elementary English Lead Teachers from other campuses, and the Pre-Elementary and Elementary Curriculum Leaders.
2. To provide skilled leadership and effective facilitation for the faculty at his or her own campus, in accordance with the direction of the Curriculum Leaders, AMI Montessori principles, and with the School vision, mission, values, policies and strategic planning.
3. To help ensure that Casa dei Bambini and Foundation teachers have the prescribed set of IMS Montessori materials in their classes and present the materials in the prescribed format and sequence.
4. To support clear communication within the IMS parent and faculty communities.
5. To provide opportunities to deepen one's own practice as a Montessori teachers and to cultivate skills that would prepare one for further leadership roles.

**PERFORMANCE RESPONSIBILITIES:**

**Management**

1. Assists Curriculum Leaders to ensure that tasks related to teacher mentorship, record keeping and reporting, school events, scheduling, material supplies, staff meetings, staff professional development, parent education, parent communication, and school promotion are conducted in a timely and effective manner, and in keeping with the School's goals and the best interest of the children.
2. Reports developments, concerns, and suggestions to the Curriculum Leaders.

3. Provides insight and suggest initiatives for how the campus and school as a whole can better reach the goals set out by the School’s vision, mission, and values.

### **Curriculum and Timetable**

1. Helps to maintain school-wide curriculum standards and outcomes that are consistent with the school’s mission and vision.
2. Assists leadership to set and execute rotas and schedules for staff duties and student events.

### **Staff Support & Development**

1. Acts as role model for all faculty members and support staff in professional conduct and best teaching practices. Provide positive, collaborative mentorship to faculty.
2. Assists English speaking teachers to have a thorough understanding of the school’s academic programmes and professional expectations.
3. The Pre-Elementary English Lead Teacher is responsible for supporting the other classroom teachers in the following ways:
  - Ensures that s/he is aware of the full scope and sequence of the Montessori programme as currently prescribed within IMS.
  - Introduces new materials, new approaches and/or new measurement systems to the teachers as they are developed.
  - Shares experiences with regard to good communication and work-relationship with your Co-Teacher. Assist English-speaking to provide effective training and guidance for any non-AMI trained faculty in their class.
  - Assists faculty to understand the routine record-keeping needs, including the importance and role of teacher observation notes.
  - Introduces any new measurement systems or rubrics to the faculty.
4. Helps mentor new English speaking faculty in all aspects of their work at IMS.
5. Provides input regarding professional development and in-service training needs for the English-speaking faculty.
6. Leads or helps to lead at least one professional development event per year.
7. Informs the Curriculum Leader of all staff concerns related to the IMS Montessori programme and campus practices.

### **Materials**

1. Helps ensure standard list of English-language materials are present in each class, including suitable books for the classroom library, and teacher-made materials.
2. Supports the confidentiality and ownership of IMS materials. Editable soft copies of materials should not be shared without the approval of Curriculum Leadership, and must be copyrighted on every page prior to printing.
3. Assists the Curriculum Leaders to coordinate the making of hand-made materials and resources.
4. Helps ensure all English-speaking teachers are fully capable of delivering the IMS Montessori curriculum and are able to effectively present materials and evaluate their students’ levels.

### **Communication**

1. Presents a positive position with regard to Dual-Language implementation.
2. Encourages regular dialogue among teachers about all aspects of teaching and learning.
3. Models positive, productive, and suitably confidential communication about all IMS children and parents. Encourage all campus staff to adhere to these principles of communication at all times.
4. Helps enhance systems for communication and collaboration among staff members.
5. If requested, participates in parent, student and community information sessions.

6. If requested, helps write and distribute documents for faculty and parents.
7. In collaboration with all other staff, prepares and submits any documentation required for accreditation.
8. Contributes in a leadership capacity to the weekly Campus and / or programme team meetings.
9. Supports teachers in the planning and communication of routine school events.
10. As requested by the Curriculum Leadership, collects and reviews teacher's documentation: teacher's files, lesson plans, etc. in order to discuss development needs and ideas with Curriculum leadership.
11. Help support new faculty members and new co-teacher relationships in their efforts to successfully implement the IMS Dual-Language Montessori programme, and to help them solve problems that may arise.
12. If requested, participates in parent information and education sessions for existing and potential parents, as well as the broader community.

**TERMS OF EMPLOYMENT:**

The Pre-Elementary English Lead Teacher will receive an additional salary of HK\$3,000 for each month that they hold this position. This additional salary is fixed and will not be subject to annual increases. Employment term begins from the first week of the fall term to the last day of June, and is on an annual review basis. All eligible faculty members may apply for this position at each campus, each year, and current Lead Teachers are likewise required to apply if they wish to continue in the position for the following year.

**EVALUATION:**

Performance of this job will be evaluated on an annual basis in accordance with provisions of the School's Policy. The primary evaluator will be the Campus Curriculum Leader and the Director of Pre-Elementary Programmes, with input from the other members of the IMS Pre-Elementary Leadership. Renewal of this position will be based on the faculty members performance in the position, their renewal application, the need to provide equitable opportunities for leadership roles to qualified faculty members, and the needs of the Curriculum Leadership.