



## Job Description

### Job Title: Primary Years Pre-KG Teacher

**Reporting to:** PY Deputy Principal- Pastoral & Operations and PY Deputy Principal- Academic & Professional Development

**Responsible to:** PY Deputy Principal- Pastoral & Operations and PY Deputy Principal- Academic & Professional Development

**Experience:**

Minimum 3-5 years of early years teaching experience in the IB Primary Years Programme (PYP) or Montessori.

**Educational Qualification:**

- Graduate/Post-Graduate/PGDIE/CIDTL
- A recognised teaching qualification; B.Ed. is preferred.

**Overview:**

This job description outlines the professional responsibilities and expectations for the Pre-KG Teacher role. It should be read alongside individual contracts and reviewed annually. The description is not exhaustive and may be subject to change after consultation.

The Pre-KG Teacher plays a central role in fostering the holistic development of young learners through a nurturing, engaging, and inquiry-driven environment. The teacher creates a safe and inclusive space that supports emotional, social, physical, and cognitive growth. The ideal candidate brings warmth, creativity, and patience, with a strong understanding of early childhood education and development.

### Key Responsibilities

#### Teaching and Learning

- Design and implement developmentally appropriate, play-based learning experiences that align with the IB Primary Years Programme (PYP) framework.
- Foster a love of learning through creative, hands-on activities that encourage exploration, inquiry, and independence.
- Provide a balanced and integrated curriculum that nurtures early literacy, numeracy, physical development, and social-emotional skills.
- Observe, document, and assess children's progress using formative and summative assessment tools, informing future planning and reporting.

#### Collaboration and Communication

- Work closely with Early Years colleagues, Specialist Teacher and Assistant Teachers to plan and deliver a cohesive and enriching learning experience.



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- Maintain regular, open communication with parents through meetings, reports, and informal channels to support each child's development.
- Participate actively in team meetings, planning sessions, and professional learning opportunities.

### **Supporting the school**

As part of the school team, Primary Years Pre-KG Teacher can make a significant impact on the general management of the school by:

- Participating in school trips, events, and extracurricular activities to enhance student engagement.
- Supporting the school's values and initiatives by contributing to community-building activities and fostering a positive school culture.
- Handling minor pastoral and administrative duties, such as supervising students outside the classroom and helping with attendance tracking.

### **Professional Conduct**

The teacher actively promotes and upholds the TISB Vision and Mission, consistently demonstrating professionalism and integrity. As a positive role model and subject-area expert, the teacher builds strong relationships with students, parents, and the wider school community, contributing meaningfully to the collaborative and inclusive culture of the school.