

# **Job Description**

*Primary Division: Kindergarten*

# **Tamagawa Academy Bilingual Program Teacher**

## **(Kindergarten)**

### **Job Description**

Tamagawa Academy Primary Division: Kindergarten Teacher

Supervision: Reports directly to the Director for Kindergarten

### **Duties and Responsibilities**

#### *Main Responsibilities:*

- Planning, teaching and developing resources for lessons
- Curriculum development
- Assessment
- Developing the classroom environment to support learning
- Supporting the daily needs of pupils as necessary
- Maintaining accurate class attendance records
- Maintaining a safe, clean, tidy and healthy classroom environment that supports the physical, social and emotional well-being of all students
- Implementing strategies for language support within the classroom
- Preparing formal reports at designated times during the academic school year
- Contributing positively to and actively participating in school trips
- Understanding and modeling the school rules and ethos and providing guidance to students on these when necessary
- Maintaining open communication with administrators, colleagues and staff
- Attending daily morning briefing and afternoon closing meeting
- Participating in professional development activities in line with school requirements

#### *Other Responsibilities*

- Classroom coverage for absent teachers
- Supporting traffic safety activities
- After school classes
- Participation in promotional and recruitment events
- Other duties as requested by the Director for Kindergarten