

Job Description

Job title/Position: Upper Primary School Teacher (G2 - 5)

School: Primary School

Direct Supervisor: Primary School Principal

Position Overview

The Upper Primary Teacher oversees the IBPYP curriculum, instruction and assessment of the cognitive, aesthetic and social/emotional development of the students for the specified grade level. The Primary Teacher reports directly to the Primary School Principal. The Primary Teacher works collaboratively with grade level team members: Co-Teachers, Teachers, Class and Single-subject teachers, Team Leaders and the Leadership Team to effectively implement the IBPYP and strives to ensure that the curriculum and interactions meet the needs of all students in line with the mission, vision and values of the school.

Qualifications and Experience

The Upper Primary Teacher should have:

- Current teaching certification (appropriate to age level)
- A minimum of an undergraduate degree in Elementary Education
- Previous Primary/Elementary teaching experience
- Ability to communicate well with others
- Positive attitude
- Ability to participate in and establish collaborative structures
- Deep understanding of Primary/Elementary students and their developmental needs
- A proven ability to support a range of learners both neurotypical and neurodiverse students
- Experience in teaching and assessing in the IBPYP
- Ability to engage in curriculum mapping and planning
- A proficient level of Digital Literacy
- A willingness to be flexible with approaches and tasks
- A solid work ethic
- The ability to take Initiative

Preferred Skills and Experience

- Proven ability to work in a multi-cultural environment
- Recent and relevant professional development
- Experience in and understanding of IBPYP
- Conceptual mapping and unit planning using Enhanced IBPYP planners
- A proven ability to plan for Universal Design for Learning UDL

Upper Primary Teacher Responsibilities for Grades 2-5

In teaching G2-G5 content, teachers strive to develop the whole child—academically, interpersonally, physically, and emotionally. Students remain with the same teacher for literacy, mathematics, and social studies, science, and health & wellbeing through Units of Inquiry within the PYP framework. Specialists instruct the students in music, Mandarin, physical education, visual arts, and library. Information Technology is integrated into all areas of the curriculum. The learning and teaching is assessed and evidenced through standards based continuums in mathematics and literacy.

General Teaching Responsibilities

In addition to the grade level expectations, teachers at HKA are welcomed into a collegial and collaborative working environment. In support of this, teachers are expected to:

- Communicate and liaise on a regular basis with fellow team department/grade members with regards to planning, assessment, parent and community contact, subject organization and classroom issues such including discipline, expectations and routines
- Communicate and liaise with other school colleagues in an effort to promote and establish integrative links and/or awareness
- Take an active role in behavioural management and pastoral care of class and homeroom groups
- Attend and constructively contribute in staff meetings
- Assist in supervision of students arrival, dismissal and lunch, snack and recess breaks
- Coordinate class activities as deemed necessary
- Maintain up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents
- Establish links with your parent community to ensure that parents are kept well informed about student progress
- Report student progress to parent community through semester narrative progress reports, semester parent conferences, and digital learning journals
- Assist, as required, in the development of curricular materials
- Act as a mentor/resource/ support for co-teachers and staff members (i.e. curriculum, schedules, procedures)
- Participate in and assist with school events as required
- Continue own professional development through conference attendance, seminars, network meetings, journals, etc.
- Other duties as assigned by Supervisor

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