



HANGZHOU WICKHAM INTERNATIONAL SCHOOL

TEACHER INFORMATION

A . Description

Hangzhou Wickham International School are looking for a committed teacher to complement our highly qualified and experience team of teachers. The successful candidate will be responsible for preparing and implementing a full educational teaching plan according to the school's requirements. It will be fundamental to provide knowledge and instruction to students while also helping them develop their personalities and skills. The ideal candidate will be passionate for the job with an ability to reach out to students and create a relationship of mutual trust. They will know how to organise a class and make learning an easy and meaningful process. The goal is to help cultivate the students' interest in education and be their dedicated ally in the entire process of learning and development.

B. Opportunity

This position provides an exciting opportunity for an ambitious, innovative and open-minded teacher to develop their career in a forward-thinking and well-resourced school. The successful candidate will have the opportunity to contribute meaningfully to the development of the school's innovative curriculum whilst also developing a social and cultural awareness that will likely enhance their career and professional experience in the future. Additional training and exposure to the internationally recognised IB curriculum is also offered.

HWIS is currently in an exciting period of expansion throughout mainland China. There exists possibilities for outstanding candidates to demonstrate their skills and knowledge of international curricular and teaching programmes and to play a leading role in the further expansion of the brand throughout mainland China and Asia.

Alongside the candidate's professional obligations at the School, there exists also the opportunity to work additionally in the developing of an exciting online-platform of education which is in the latter stages of development throughout China. Whilst involvement in this programme is entirely voluntary, additional remuneration would be available for successful candidates.

C. Responsibilities

- Present lessons in a comprehensive manner
- Develop a careful and creative program suitable for primary children
- Employ a variety of educational techniques to teach children
- Observe each child to help them improve their social competencies and build self-esteem
- Encourage children to interact with each other and resolve occasional arguments
- Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers or colors, do crafts etc.)
- Provide individualized instruction to each student by promoting interactive learning
- Create and distribute educational content (notes, summaries, assignments etc.)
- Assess and record students' progress and provide grades and feedback
- Maintain a tidy and orderly classroom
- Collaborate with other teachers, parents and stakeholders and participate in regular meetings
- Plan and execute educational in-class and outdoor activities and events
- Develop and enrich professional skills and knowledge by attending seminars, conferences etc.
- Collaborate with other educators
- Excellent communication and instructional skills

D. Requirements:

- Proven experience as a teacher
- Thorough knowledge of teaching best practices and legal educational guidelines partnered with a willingness to follow the school's policies and procedures
- Excellent communicability and interpersonal skills
- Well-organized and committed
- Creative and energetic
- Strong moral values and discipline
- Knowledge of IB
- Degree in teaching or in a specialized subject with a certificate in education;

- Proven experience as a Primary Teacher
- Excellent understanding of the principles of child development and preschool educational methods
- BSc/BA in education or relevant field
- Valid licence to practice profession

E. Job Description (English Speaking Teacher):

- Work as English special teacher, 16-24 lessons every week (lesson length (40 minutes)
- Be responsible for lesson co-preparation of English class for junior, middle and senior classes once a week;
- Offer at least one extra-curricular activity (to be run after normal school hours). *Be responsible for student admission of club class and give demo lesson as well as the research and development, training work related to the club course;*
- Be responsible for making training plan for the development of teaching skills for bilingual teachers and foreign teachers as well as conducting training activity on teachers every month;
- Take an active part in developing an understanding of the IB curriculum by taking part in PYP lesson co-preparation, IB curriculum and philosophy.

F. Teacher's Code of Conduct

- Play a pro-active role in encouraging and developing best practice with colleagues through engagement in lesson observations and pedagogical research and discussion.
- Treat pupils with respect and kindness: supporting them in building generous and respectful relationships with their teachers and peers.
- Aim to provide the highest quality learning environment for pupils: one in which they feel comfortable to take risks and develop a life-long love of learning and enquiry.
- Maintain a high standard of professional dress that follows the school's policy. To maintain an organised and tidy working environment, including classroom. Do not wear heavy makeup, wear slippers, put long hair down, wear rings, earrings and other decorations.
- The use of mobile telephones during professional periods (when you are teaching or within the hearing of students) is prohibited. Do not pick up the phone during working time.
- Treat others politely and warmly, and say greeting words to others and the kids. Be a model of virtue for others and behave properly in the presence of children.
- Maintain the highest professional standards with regard to use of language.

- Cooperate with the children's parent actively, and report their child's physical and mental status to them accurately. Listen to parents' concerns carefully and respectfully and strive to address these always in a professional and constructive manner.
- Obey the rules and regulations of the school strictly, including punctuality.
- Obey the rules of the school and unite with colleagues. Get along with colleagues nicely. Bring up your comments by legitimate channels and do not judge others in private. Cultivate a positive working attitude which will not cause troubles to others and cooperate mutually.
- Food must always be consumed in appropriate areas (dining hall / refectory) and never in classrooms or whilst supervising children.
- Physical punishment of students is not allowed.
- Maintain and control class discipline.
- Do not enter the classroom of other subject teachers and interfere with their teaching work without first seeking permission or without an invitation.
- Without the consent of the management leaders, the individual guests and friends of the teachers are not allowed to enter the classroom or school to attend a lecture.
- Care of public property, pay attention to health, not picking flowers and trees, protect variety of facilities, toys, equipment in the school.
- Show due respect for the school's surroundings and encourage, through your own actions, children to not drop litter and also to take care of natural resources (water, electricity, gas etc.).
- Adhere to the principle of integrity. Do not accept presents or gifts, bribe and take public possession by yourself.
- Pay attention to safety. Be aware of fire and theft. Observe public social morality and laws. Participate in public-spirited activity actively.
- Smoking is prohibited in school.
- Do not carry illegal items, drugs or alcohol and other items to school.
- The use of vulgar words are prohibited.
- Do not offend colleagues or others.
- Religious and political discussions should be avoided and acts of offenses against local customs and religious beliefs.
- Do not violate Chinese law.

G. Salary & Accommodation Package:

It should be recognised that the cost of living in China is, in many regards, considerably lower than the United Kingdom. The cost of utilities also (electricity and water) is a fraction of the cost in the UK.

- Before Tax 16-20K RMB/month (192–240K RMB per annum)

- Free accommodation worth over 5000 RMB per month (e.g. self-contained apartment approximately 50m²). A refundable deposit is paid by teacher plus an approximate management charge of 150 RMB per month.
- 3 x meals per day provided free of charge during term time.
- Economy class annual air fare reimbursement for candidates who successfully complete their (one month) probation.
- 10% salary increase annually after successful completion of each year.