

## SECONDARY TEACHER - ENGLISH JOB DESCRIPTION

<b>LOCATION</b>	NAS Beijing – Fangshan Campus
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>▪ Implement and deliver an ambitious, appropriately broad, balanced, relevant and differentiated curriculum for students in a bilingual school (Grade 7 – 12)</li> <li>▪ Monitor and support the overall progress and development of students as a teacher/form tutor</li> <li>▪ To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li> <li>▪ To contribute to raising standards of student attainment</li> <li>▪ To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>REPORTING TO</b>	Co-Principals
<b>DIRECT REPORTS</b>	Teaching Interns
<b>OTHER KEY RELATIONSHIP</b>	Head of School, DHT, AHT, Achievement Leaders, parents, students

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>▪ Inspire trust and confidence in students, colleagues and parents;</li> <li>▪ Engage and motivate students;</li> <li>▪ Communicate effectively with parents of students as appropriate, following agreed policies for communications in the school;</li> <li>▪ Contribute positively to the morale and community spirit of the school;</li> <li>▪ Assist in whole school marketing initiatives and contribute to the growth of the school;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent survey</li> <li>▪ Informal feedback from parents</li> <li>▪ Student re-enrolment in the school</li> </ul>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>▪ Implement and deliver an ambitious, appropriately broad, balanced, relevant and differentiated curriculum for students;</li> <li>▪ Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus;</li> <li>▪ Positively targeting and supporting individual learning needs;</li> <li>▪ Maintaining high levels of behaviour and discipline;</li> <li>▪ Using modern educational technology to enhance learning opportunities;</li> <li>▪ Making use of Nord Anglia Education's online Global Campus;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student achievement measures</li> <li>▪ Learning walks</li> <li>▪ Performance Management</li> <li>▪ NAU Engagement</li> </ul>

<ul style="list-style-type: none"> <li>Establish a purposeful and safe learning environment for all students;</li> <li>Mark, grade and give written/verbal and diagnostic feedback, as required.</li> </ul>	
<b>Pastoral</b>	
<ul style="list-style-type: none"> <li>To be a form tutor to an assigned group of students;</li> <li>Support the life of the school beyond the classroom;</li> <li>Lead one or more extra-curricular activities each week;</li> <li>Participate in residential weeks and other trips as appropriate;</li> <li>Contribute to whole school learning initiatives during term;</li> <li>To undertake assessment of students as requested by external examination bodies, Departmental and School procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Student Achievement Measures</li> </ul>
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;</li> <li>Effectively using homework and other extra-curricular learning opportunities;</li> <li>Make effective use of formative and summative assessment to plan challenging learning opportunities for all students;</li> <li>Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required;</li> <li>Report on progress to appropriate stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Student achievement measures</li> </ul>
<b>Quality Assurance</b>	
<ul style="list-style-type: none"> <li>Implement school quality procedures and adhere to these;</li> <li>Contribute to the process of monitoring and evaluation of the curriculum area in line with the agreed school procedures, including evaluation against quality standards and performance criteria;</li> <li>Contribute to the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>	<ul style="list-style-type: none"> <li>External and Internal Quality Assurance Procedures</li> </ul>
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>Engage purposefully with the School's staff development programme by participating in arrangements for professional development;</li> <li>Continue professional development in the relevant areas, including subject knowledge and teaching methods;</li> <li>Engage actively with the performance management process.</li> </ul>	<ul style="list-style-type: none"> <li>Performance Management Review</li> <li>NAU Engagement</li> </ul>
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>Qualified to degree level in relevant subject or above</li> <li>Qualified teacher status</li> <li>Proven track record with at least two years' teaching experience</li> </ul>	Essential

<ul style="list-style-type: none"> <li>▪ Demonstrable evidence of innovating and adapting curricula to engage students and enable them to perform highly</li> <li>▪ Experience of delivering an Internationally recognised curriculum</li> <li>▪ Experience of working in partnership with parents</li> <li>▪ Essential oral and written communication skills</li> <li>▪ Ability to engage students and enable them to perform highly</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Experience of delivering the IIMYC / IBDP</li> </ul>	Desirable
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>▪ High levels of personal integrity</li> <li>▪ Conscientious and able to focus on completing work to a consistently high standard</li> <li>▪ Flexible and positive approach to work</li> <li>▪ Excellent organisational and time-management skills; high attention to detail</li> <li>▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>▪ Adaptable to working in a fast paced ever changing environment</li> <li>▪ Ability to work under pressure and remain calm</li> <li>▪ Proactive and willingness to take on multiple tasks</li> <li>▪ Self-motivated and enthusiastic</li> <li>▪ Ability to work independently</li> <li>▪ Must be a team player, willing to help and be flexible</li> <li>▪ Continually strive for improvement</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK;</li> <li>▪ Compliance with visa requirements for working in [Location];</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required;</li> <li>▪ Undertake any other appropriate duty as specified by the Senior Leadership Team.</li> </ul>	

## PHILOSOPHY AND VALUES

**We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

**The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

**Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation

Dear Applicant,

Thank you for your interest in the post of **Secondary Teacher – English**. Nord Anglia Education is the world's leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.