



Leadership for a better world

JOB DESCRIPTION (ACADEMIC)

I. Job Information

Job Title:	Content and Language Integrated Learning (CLIL) support teacher
Department:	Various
Line Manager's Job Title:	Head of Language & Learning

II. Job Specification

Job Purpose: Working to the Head of Department and for the Head of Upper School in maintaining high academic standards within their subject area. To ensure that students are supported in their language learning journey through Upper School and set the highest aspirations for their students' achievement and development, both in the classroom and through the many extra-curricular activities on offer.	
Key areas of accountability	Main duties & responsibilities
1. General	<ul style="list-style-type: none">- Actively promote and develop the ethos of the school.- Lead by example in all professional matters ensuring that all students observe matters such as dress, punctuality and attendance.- Actively establish good relations with parents and visitors to the school.- Support and attend all major school events.- Maintain a teaching load appropriate to the position, including the participation of Leadership in Action activities if appropriate, and as agreed with the HoUS.- Take a fair and appropriate share of duties.- Participate fully in House activities- Participate in Retreats and Expeditions as required.- To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm.



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<p>2. Curriculum Matters</p>	<ul style="list-style-type: none"> - Possess a functional familiarity with the relationship between the UK National Curriculum guidelines, Harrow Beijing Units of Work, lesson plans and evaluation for the particular year groups/subjects supported. - Keep up to date with curriculum demands through communication with the faculty to which they are assigned and CPD opportunities. - Co-Plan, prepare and document lessons with content teachers as guided by your HoD. - Manage curriculum delivery and associated resources in a manner that challenges and interests students and is appropriate to their language needs and skill-levels. - Take responsibility for language delivery and associated resources in a manner consistent with school and departmental policies and procedures. - Maintain consistency with internal and relevant external marking schedules and moderation procedures. - Maintain legible, verifiable, accurate, comprehensive, defensible and fair records of formative and summative assessment results. - Write reports on student performance for internal and external use as required. - Help guide faculties/ departments on how to create language objectives - Work with HoDs and teachers to identify lessons of greatest need to co-teach - Support content teachers and negotiate best practice.
<p>3. Welfare and Discipline Matters</p>	<ul style="list-style-type: none"> - Monitor the work of class/form students, providing guidance, advice and admonishment. - Write and maintain relevant records for individual student files and write reports. - Participate in the maintaining of high standards of behaviour and dress of students in the classroom and in all school locations and activities. - Follow Harrow Beijing policies with regard to the health and safety of students both on and off the school premises when students are under the school's jurisdiction. - Take a pastoral interest in students in curriculum and extra-curricular activities and around the school environs so that they feel noticed, valued and cared for.



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4. Professional Development	<ul style="list-style-type: none"> - Participate in the annual Professional Performance Review. - Participate in school-wide CPD initiatives. - Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications. - Seek advice from line managers with regard to professional development and career paths. - Take full responsibility for areas that may be reviewed in a full school audit.
5. Collegiality	<ul style="list-style-type: none"> - Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes. - Supervise students during non-period time as determined by the duty rota. - Supervise classes on behalf of colleagues as determined by the cover schedule. - Behave at all times in a manner befitting a role model for the students of the school and in a manner that brings only respect to colleagues and the reputation of Harrow Beijing.

Key Relationships:

Internal

- Content teachers within assigned faculty, Head of Department, Housemaster / Housemistress, Director of Studies, Head of Upper School, Academic Support Team.

External

- Parents and other educational providers as required.

Other important features or requirements of the job:

- Work closely with the Academic leadership team to ensure effective implementation of the School's strategic plan and to take a central role in that process.
- Attendance at camps, expeditions, parent information evenings, community events.
- Representing the school at official functions as and when requested by the Head Master.
- Proactively manage the transition between Lower and Upper Schools for both students and parents.
- Teaching load as required and specified by Head of Upper School.
- Lead by example in all professional matters ensuring that all teachers and students observe matters such as dress, punctuality and mutual support.
- Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision.
- Be available to advise staff and individual students, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that students' progress is maintained in an effective way.



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III. Person Specification

	Essential	Desirable
Behaviours	<ul style="list-style-type: none"> Patience Reliability Sense of Responsibility High levels of enthusiasm Will work as part of a team undertaking many kinds of duties 	<ul style="list-style-type: none"> Energy Willingness to learn and adapt
Skills and Knowledge	<ul style="list-style-type: none"> Experience with students Ability to work in a way that promotes the safety and wellbeing of children. Effective communication and engagement with children and their families. Understanding of the expectations of International schools. High Level of spoken and written English 	<ul style="list-style-type: none"> Phonics Behaviour management Knowledge and understanding of positive disciplinary methods. Knowledge and understanding of child development and its impact on behaviour.
Experience	<ul style="list-style-type: none"> Some previous experience of working with children is necessary, whether paid or voluntary 	Similar working experience in international schools.
Qualifications	<ul style="list-style-type: none"> Bachelor degree A teaching certificate/credential 	Chinese Teacher certificate (middle-high school) in any subject