

**HD Beijing School International Homeroom Teacher**  
**Job Description**  
北京朝阳区赫德双语学校外方班主任工作职责

**Position:** International Homeroom Teacher

岗位：教师

**Report to:** International Co-principal

汇报对象：外方校长

**Support:** Tight 3, Cohort Leader, Curriculum Coordinator, Librarians etc.

工作支持：由中外班主任及助教组成的铁三角、年级组长、学科组长、图书管理员等

**Member of:** Teaching and Learning Faculty

所属：教学团队

**Hire Clarification:** International

聘用说明：国外

**Position Level:** Teacher

职位等级：教师

**Key Reference Areas:**

主要参考以下几点：

**1. Teaching and Learning: 教学**

- plan, prepare and deliver instructional activities that facilitate active learning experiences for classes as designated by Principals  
计划、准备、进行教学活动，为校长指定的课程创造积极活跃的学习氛围；
- prepare and decorate the classroom for class activities  
为课堂活动准备和装饰教室；
- establish and communicate clear learning intentions for all activities and help students become independent learners  
所有的活动需明确并传递出清晰的学习目的并帮助学生成为独立的学习者；
- provide a variety of learning materials and resources for use in educational activities  
为教学活动提供多样的学习材料和资源；
- use relevant technology to support instruction  
运用相关技术来支持教学；
- identify and select different instructional resources and methods to meet students' varying needs  
根据学生不同的需求来选择不同的教学资源和方法；
- evaluate learning experiences and outcomes; design fair assessments – formative and summative  
评估教学过程和结果，设计公平公正的评估体系，包括形成性和总结性评估；
- assign and grade class work, homework, tests and assignments carefully, regularly and fairly  
认真公平地布置课堂作业，家庭作业，测试和课外作业并为其打分；
- revisit concepts and adapt teaching activities where necessary or appropriate  
针对需要的内容再次教学复习；
- ensure that tasks are within the capabilities of all students  
确保所有任务在所有学生的能力范围所及内；
- cater for individual differences and provide for a variety of learning models, groupings and after school activities  
关注个体差异化，提供多样的学习模型和不同的分组，以及课后教学；
- share responsibility for the pastoral care and wellbeing of all students.

- Collaborate with Chinese Co-teacher and Learning Facilitator to set up class procedures and use the Golden Rules to help students develop morals and values.  
共同负责学生精神关怀，对所有学生负责。充分配合外方老师及双语辅导员，建立班级管理的秩序，利用黄金规则，帮助学生规范行为，建立正确的道德观和价值观。
- provide moral lessons based on the school motto and nurture students with excellent morals and strong characters  
在学校教育理念的基础上授伦理课，培养学生建立高尚的品德和坚韧的性格。
- utilise and manage the Learning Facilitator to improve teaching and learning.  
利用和管理双语辅导员来提高教学。
- actively participate in PD sessions, including after-school, weekend and off-campus PD trainings and conferences  
积极参与各种教研活动。
- be a life-long learner  
成为一个终身学习者。

## **2. Effective Teaching Strategies:**

- have a thorough understanding of the purpose and aims of HD Beijing School Curriculum  
对学校课程的目的与目标有全面的理解；
- ensure that teaching and learning is aligned with the school's current Scope and Sequences  
确保教与学和学校目前的教育范围相一致；
- establish a classroom environment where students feel secure and are comfortable to take risks  
为教室打造一个学生具有安全感并且愿意去尝试未知的氛围；
- ensure that classroom/school resources are well managed  
确保教室/学校的资源得到合适的管理；
- ensure standards of acceptable behaviour are clearly stated and consistently and fairly applied  
确保行为标准已被明示并且始终公正地执行该标准；
- ensure all students are treated with respect; fairly and equally. Deal with students' arguments impartially and respect the character of each student.  
确保公平工作地对待所有学生，尊重他们。公正地处理学生的争论，尊重每个学生的个性。
- ensure that the classroom is an attractive orderly place where equipment/resources are well managed  
保证教室的秩序，使所有器材和资源得到合理利用；
- be professional when managing and teaching students. Do not use any inappropriate jokes with students. No mental or physical punishment.  
在管理和教导学生时表现专业。不要使用任何不恰当的玩笑。绝对不能使用精神上 and 身体上的惩罚。

## **3. Connections with Students:**

- create an effective and challenging learning environment for each student  
为学生创造有效率并且有挑战性的学习环境；
- acknowledge student improvement and effort  
认可学生的进步与努力；
- provide appropriate and timely feedback on work

提供适当的和及时的工作反馈；

- **encourage and monitor the progress of individual students**  
记录每个学生的进步并鼓励他们；
- **perform certain pastoral duties including student support, counselling students with academic problems and providing student encouragement**  
尽到部分关怀照顾的义务，包括提供学生后勤支持，关于学习中的困难的咨询，以及鼓励学生的义务；
- **establish a rapport which enhances learning**  
与学生建立融洽的关系以促进学习；
- **take care of students' emotional welfare and psychological health. Be mindful of safety and health, so every student has a healthy mind and body.**  
关注学生心理健康。关注每个学生的安全与健康，以保证其身心健康。
- **Keep a professional distance from students and parents**  
与学生、学生家长保持合适的距离。

#### **4. Communication and Cooperation:**

- **work co-operatively and supportively with other staff**  
同事之间友好合作，相互支持。
- **liaise with each subject teacher and cooperate with them in order to have deep understanding of the study habits, morals, life, character and interests of each student**  
和各学科教师经常保持联系，互相配合，对学生学习习惯、品德、生活、性格、兴趣爱好等进行深入了解。
- **maintain individual student information/portfolio files in PASS.**  
为每个学生建立信息档案。
- **discuss the daily arrangement with the Chinese Homeroom teacher. There must be at least one teacher on duty during the morning reading, snack and releasing time.**  
与中方班主任交流探讨日常安排。在晨读时间、点心时间及放学时间必须确保至少有一位老师在管理班级。
- **arrange with the Learning Facilitator to have at least one period per week to mentor them (inform the Chinese Teacher of the arrangement)**  
与双语辅导员商量，确保每周有一个时间段来指导学生。
- **mentor the Learning Facilitator; provide them with class management experience and help them to develop their ability in managing students**  
指导双语辅导员并告诉他们管理班级的经验，帮助他们学会管理学生。
- **communicate regularly with families through Parent/Teacher Conferences, Homework Diary, email or WeChat to develop a supportive and productive relationship with parents. Always work collaboratively with the Chinese co-teacher for parent-school communications, especially regarding important decisions about students.**  
定期与家长联系，可以使用多种渠道，例如：家长会、家庭作业日记、邮件、微信等等，从而保持与家长之间相互支持、互帮互助的关系。与家长交谈的相关事宜需要通知中方主班班主任，且任何关于学生的决议都经双方商议。
- **share information, ideas and resources with colleagues**  
与同事分享信息、想法和资源。

#### **5. Administrative Function:**

- **fulfil the administrative functions of the class, eg. attendance, check Homework Diary/emails, etc.;**

- 完整班级中的行政职责，如签到，检查家庭作业日志/邮件等；
- **develop schemes of work and lesson plans**
- 制定工作和课程的安排计划；
- **maintain accurate and complete records of students' progress and development**
- 保持学生各项进步与发展记录的准确与完整；
- **participate in department, school meetings and parent meetings**
- 参加部门与学校会议，以及家长会；
- **share assessment data and ensure it is archived**
- 分享评估数据并确保其存档；
- **communicate with parents/caregivers in a timely fashion regarding student progress**
- 及时与家长/监护人对学生的进步进行沟通；
- **prepare required reports on student work, progress and activities**
- 按要求准备学生和活动的报告；
- **follow the Emergency Procedure if students are badly hurt. Remember to inform school office, Chinese homeroom teachers, and if necessary, cohort leaders and principals so that school can communicate with parents effectively.**
- 及时处理紧急事件。如果学生有严重伤害，应该立刻通知校方及班主任以便让学校及时与家长联系；
- **protect the class environment and teach students to save energy and protect public property**
- 保护班级环境，教导学生节约能源，保护公共财产。
- **arrive on time and dress professionally.**
- 准时到达教师，上课专业。
- **maintain professionalism in all school settings**
- 在学校任何场合都要注重维护职业规范

## **6. Contribution to the School Community**

- **play a full part in the corporate life of the school, including taking part in the after-school extra-curricular activities, weekend events (PD, Admissions, Testing, etc.), school organised social activities and parent information sessions.**  
在校园生活中扮演一个完整的角色，包括积极参与课外课教学，周末学校活动和校外活动等，例如家长见面会。
- **support the school's image in the community**  
维护学校的形象；
- **support policies and procedures currently in place, including those in the Staff Handbook**  
支持目前地方的政策与程序，包括在员工手册中的政策和程序。