

## Job Description 职位描述

<b>Position No. 职位编号</b>	<b>HDP-006</b>
<b>Job Title 职位名称</b>	<b>Primary ICT Teacher</b>
<b>Department / Service 部门</b>	<b>Primary</b>
<b>Entity 分支公司</b>	<b>HD School</b>
<b>Job Relationships 工作关系与汇报</b>	<b>Title of Supervisor (s): Primary Principal</b> <b>Title of Subordinate (s):</b>

### Job Summary 职位概要

- To teach their subject discipline, inspiring students to have a passion for their subject and an understanding of its key ideas, concepts and skills.
- To be explicit in modelling and developing models for learning so that students can make connections, and apply their learning in a variety of contexts
- To continuously improve classroom practice and achieve excellent student outcomes.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

### Essential Management Duties & Responsibilities 主要工作职责

- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated program of teaching.
- To ensure a high quality learning experience for students, which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behavior, standards of work and home learning.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To carry out the following professional duties as circumstances may require and in accordance with the School's policies under the direction of the Head teacher, in particular:-
- To ensure that their lessons are well prepared and that they fit in with the Faculty policy, the requirements of the Chinese National Framework.
- To carry out a designated program of teaching, implementing and delivering effectively planned schemes of work.
- To modify the teaching styles to match the needs and aspirations of all students entrusted to their care.
- To maintain a professional interest in the teaching and keep up-to-date with methodology and change and make themselves available for in-service training as and when it arises.
- To create an environment in the classroom which is conducive to all students' learning.
- To prepare and update subject materials.
- To use a variety of delivery methods which stimulate learning appropriate to student needs and demands of the syllabus.
- To ensure a high quality learning experience for students which meets internal and external quality standards.

- To mark, grade and give written/verbal and diagnostic feedback as required and in line with the school's Marking Policy.
- To complete the relevant documentation to assist in the tracking of students and use information to inform teaching and learning.
- To use student data to inform planning for learning, and in particular interventions for students who are underachieving in their lessons.
- To work as part of the team to fulfil assessment requirements.
- To ensure maintenance of up-to-date records of work done, homework set and students' progress and fulfil all reporting requirements.
- To ensure that ICT/literacy and numeracy are reflected in the teaching/learning experience of students.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behavior, standards of work and homework.
- To take part in the school's staff development program by participating in arrangements for further training and professional development.
- To engage actively in the Managing Performance review process.
- To ensure the effective/efficient deployment of classroom support.
- To attend team meetings and contribute to the development and success of the team's core objectives and performance targets.

## Qualifications 岗位要求

### Education & Experience 学历背景与专业经历

- Bachelor Degree or above
- 3 years or above related working experience
- Education, Technology Information related major

### Functional Competencies 业务要求和核心素质

*The above duties and responsibilities are considered essential job functions subject to reasonable change. All job requirements listed indicate the minimum level of knowledge, skills and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as a detailed statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related duties as requested by their supervisor, subject to reasonable change.*

以上岗位职责被视为可作合理改变的必要工作职能。所有列出的工作要求包括高效工作所必需的知识、技能和能力。此职责说明不能被理解为关于岗位职责或要求的详细陈述。员工可能被上级要求，根据合理的改变，履行其他与工作相关的职责。

*I have read and understood my duties and responsibilities of employment dated \_\_\_\_\_.*

本人明白与理解以上关于本人岗位的职责和工作，此职位描述书生效时间为\_\_\_\_\_。

Accepted by 员工: Name 名字（正楷）:

Sign 签名:

Date 日期: