HURTWOOD HOUSE
CHINA

Job Specification International Secondary English Teacher

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Person Specification – International English Teacher

Qualifications

- A relevant degree from an established university
- PGCE/QTS or equivalent

Knowledge & Experience

- 2 or more years of full time, school based, teaching experience (required)
- Excellent working knowledge of secondary curricula for English (required) – English National Curriculum preferred
- High levels of subject knowledge in English (required)
- Experience of working with children who have English as an additional language (desirable)
- Experience of working in the independent sector (desirable)

Personal Qualities

- Ability to inspire children with a love of learning
- Ability to develop and challenge all children so that each child can achieve their best in English
- Willingness to contribute to all aspects of school life
- Strong interpersonal-relations and teamworking skills
- Ability to use ICT to enhance learning
- Good administrative and organisational abilities
- Good communication skills
- Ability to understand the needs, challenges and opportunities of an international school community
- Rigorous can-do attitude and flexible approach
- Positive team player with a sense of humour

Package Details*

- A competitive salary scale which ranges from 207000RMB – 438000RMB per annum based on experience and qualifications
- Comprehensive medical cover for teacher, spouse and dependents
- Annual flights for teacher, spouse and dependents
- Housing allowance
- Relocation allowance

- Full remission for tuition fees of staff children in accordance with HD schools' policies

  *See main information pack for further details

Roles and Responsibilities - Teaching and Learning

- to plan, prepare and deliver schemes of work in accordance with the academic programmes set out by the school, which facilitate active learning experiences for all children
- to assess and maintain records of children's progress in learning, using this information to ensure that each child has the opportunity to succeed
- to manage the classroom environment so that it is a stimulating, well-resourced and orderly space which supports and encourages learning
- to have a thorough understanding of the purpose and aims of the school's educational ethos
- to always set high expectations, which inspire, motivate and challenge pupils
- to use all relevant technology to support learning, understanding and development
- to identify and select different instructional resources and methods to meet the children's varying needs
- to evaluate learning experiences and outcomes for children's continual improvement
- to provide meaningful feedback and assessment for learning in line with the school's policies
- to develop the best combination of international and Chinese approaches to deliver a personalised bi-lingual curriculum
- to ensure that the standards set out in the school's policies, including but not limited to behaviour, teaching and learning and safeguarding are followed
- to ensure that all children are treated with respect – fairly and equally
- to ensure outstanding pastoral care in line with the school's

policies and expectations

Roles and Responsibilities - Communication and Co-operation

- to work co-operatively and supportively with all members of staff
- to share information, ideas and resources with colleagues
- to develop supportive and productive relationships with parents
- to maintain accurate and complete records of children's development
- to participate in departmental, school-based and parental meetings
- to share assessment data and ensure that it is appropriately archived
- to prepare required reports on children and their activities
- to participate in the supervisory duties shared by all members of staff
- to participate in the co-curricular life of the school
- to play a full part in the corporate life of the School
- to support the school's image and profile in the community