



Head of Chinese in the Junior School

Head of Chinese

Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Person Specification

We are seeking to appoint a Chinese teacher with the potential to lead and develop the Chinese curriculum and manage cultural events in a whole school context. Experience of teaching Chinese to non-native speakers would be an advantage. The successful applicant will be leading a team of dedicated Chinese language teachers, who demonstrate a willingness to go above and beyond. The ability to work collaboratively as part of a team is an essential element of the role. The successful candidate will demonstrate a tangible passion for the language, a commitment to high standards and a proven track record of excellence in schools.

Key Responsibilities

1. Leading and managing all aspects of Chinese and the Chinese department across Key Stage 2.
2. Managing the deployment of teachers within the department according to the opportunities and limitations of the timetable.
3. Exercising consultative leadership in the department to arrive at decisions and opinions on issues concerned with the teaching of Chinese; implementing the Staff Review and Development Scheme with teachers of the department. Ensuring high standards of Learning and Teaching through monitoring and evaluation.
4. Producing, evaluating, developing and updating curriculum policy documents and schemes of work, and guiding and monitoring and evaluating their implementation and the standards achieved within the subject.
5. Producing, evaluating, developing and updating summary information documents for parents.
6. Resourcing the subject within an allocated budget. Ordering materials and stock; checking, controlling, distributing materials and stock on arrival and as required. In consultation with the library, maintaining an inventory of equipment and ensuring such equipment is maintained (TLRC).

7. Developing, in conjunction with year teams and Chinese department, and the Deputy Head teacher, effective forms of assessment and record keeping uniform across the school.
8. Organising and arranging a programme of staff inset; providing guidance and support to teaching staff as and when required.
9. Ensuring that health and safety requirements are taken heed of in the planning and delivery of the subject.
10. Liaising with the Head of Chinese in Infant School and Head of Chinese in Senior School to ensure continuity and progression across the key stages, appropriate consistency of approach as well as ensure consistency and high standards.
11. Observing the teaching of Chinese across the three schools, to ensure consistency and high standards.
12. Organising and arranging initiatives (which include presentations to parents) and special events whenever the subject is part of a Whole School themed focus.
13. Ensuring quality Chinese displays in the common and central areas of the school and Chinese classrooms.
14. Progressing the action plan resulting from the Inspection Report and contributing to the School Improvement Plan (SIP).
15. Promoting the school through appropriate Chinese opportunities.
16. Support the CPD Leader (Deputy Headteacher) in leading and managing the continuous professional development of staff which reflects both the needs of the individual and the school in order to drive improvement.
17. Fulfill CCA Commitment.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate.

Remuneration and Benefits package

Annual Salary (Academic Year 2018 – 2019)

Gross salary: **S\$116,000 - S\$126,000** per annum (including TTS allowance, responsibility allowance (Band 3, S\$1,200 per month), one month's bonus and gratuity).

Maximum initial placement at Point 8.5, on a scale of up to Point 13.

Benefits

Housing allowance (for overseas recruited only).

Home leave passage (every 2 years) (for overseas recruited only).

Full School fees subsidy (for overseas recruited only).

School fees subsidy of up to 50% (for locally engaged).

Medical benefits

Inpatient and outpatient medical coverage for staff & eligible dependents (for overseas recruited).

Inpatient and outpatient medical coverage for staff (for locally engaged).

Dental allowance.

One-time benefits for Arrival and/or Departure (for overseas recruited)

Settling-in allowance.

Inbound flight for staff and eligible dependents.

Leaving flights for staff and eligible dependents.

Baggage allowance for leavers.