



Specialist Teacher (Chinese) in the Junior School

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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 an experienced Chinese teacher to join our established Chinese program. Having successfully introduced Chinese nine years ago, the Junior School is now in a continual phase of ongoing development of the program. Our program places emphasis on student engagement and enjoyment. Experience of teaching Chinese to non-native speakers would be an advantage. The successful applicant will be joining 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.

KEY RESPONSIBILITIES

- Managing an effective, orderly and safe learning environment.
- Reviewing already formulated Schemes of Work for Year 3 to Year 6 as appropriate, and advising and supporting staff on Chinese language development for their students.
- Planning the annual, termly and weekly curriculum for each year group in the Junior School according to those Schemes of Work.
- Delivering that curriculum to assigned classes in accordance with the School's timetable. Differentiating that delivery according to the abilities and learning strategies of individual students.
- Keeping detailed records of plans, and of achievements of individual students; developing standardised forms of assessment and record keeping.
- Reporting to parents in accordance with the school's reporting policy as laid down in the Staff Handbook.
- Contributing to the planning and implementation of curricular and other initiatives according to the School's Calendar.
- Following the School's policies and procedures with regard to discipline and behaviour, daily routines, duties, leave of absence, and visits, as laid down in the Staff Handbook.

- Liaising with relevant members of the Learning Support Team with regard to individual students who may have exceptional needs, to ensure that those needs are understood, planned for and met.
- Attending and contributing to meetings of a professional nature as and when required.
- Contributing to the strengthening of the parent-teacher partnership in individual and whole school initiatives as and when required.
- Contributing to individual and team tasks and targets for the Junior School Improvement Plan and the School's Self Evaluation Form (SEF).
- Assisting the Junior Head of Chinese to liaise with Heads of Chinese in the Infant and Senior schools to ensure continuity and progression in the specialist subject across key stages.
- Developing cross-curricular links and providing opportunities for students to develop and apply their language skills.
- Making a positive contribution to the development of the Junior School.
- Participating in the Review and Development process to personalise professional learning and maintain an accurate and up-to-date record of all Professional Development opportunities.
- Attending relevant professional development sessions to enhance ongoing professional skills and knowledge.
- As part of Tanglin's commitment to professional development, use 60 minutes of non-contact time per term to peer observe colleagues and provide Head of Chinese with brief, written update.
- To contribute to CCA during school year.

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 2017 – 2018)

Gross salary: **S\$101,000 - S\$112,000** per annum (including TTS allowance, 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.