

## Teacher of Mandarin – Part Time, Two Year Contract

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

### Ethos of the School

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

### Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve excellence inside and outside the classroom
- develop an enthusiasm for independent thought, learning and research
- grow with emotional maturity, social awareness and respect for individuality and difference
- forge special friendships that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the community

### The Teacher of Mandarin will:

- teach Mandarin in the curriculum to girls, up to Advanced Level
- support native Chinese speakers in their preparations for public examinations in Chinese
- assist with Skype interviews in relation to current and prospective girls
- provide contact (verbal and written) with parents and agents of girls from Hong Kong and China concerning reports, universities, exam courses, visas, trips and other school business
- liaise with the English and EAL Departments to ensure that students are given the full and proper support they need to obtain qualifications in English
- support the work of the International Students Counsellor
- provide enrichment opportunities for all girls, especially associated with Chinese language, festivals and culture

### Teacher: Job Description

#### 1. Appointment

The Teacher is appointed by the Head, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.

#### 2. Line Management

The Teacher reports to the appropriate Head of Department on all matters and may be called upon to deputise for him/her when required. The Teacher may be allocated specific responsibilities within the department, e.g. leadership of a particular course, activity or club.

**3. Teaching**

A full time teacher is expected to teach approximately 22 hours each week and part-time appointments are calculated by reference to that workload.

**4. Outside the classroom**

The teacher is expected to make a significant contribution to the extra-curricular life of the School.

**5. Committees**

The Teacher shall attend regular Department Meetings and represent the department from time to time on school committees. He/She should also attend Staff Briefing and Staff Meetings.

**6. Assembly and Chapel**

The Teacher shall be present, wherever possible, at all full school gatherings, including Assemblies, Chapel Services, Mark Reading and Speech Day.

**7. Plan of Day, Diary and Bulletin**

The Teacher shall be aware of the School's Plan of the Day, term dates (including training days) and calendar entries, as detailed on the School website and refer to the regular bulletin up-dates.

**8. Professional Development and Appraisal**

The Teacher shall participate fully in the school's professional review process and seek opportunities to progress their development as a teacher through training, lesson observation and discussion.

**9. Parents' Meetings**

The Teacher shall attend Parents' Meetings, as required by the Head of Department.

**10. Mentoring**

The Teacher shall be allocated a Mentor (another member of teaching staff) with whom he/she should aim to meet regularly to discuss their work and role within the School. The Deputy Head (Academic) will also be available to listen to concerns and be ready to give active and/or moral support.

**11. Parental Contacts**

The Teacher shall write reports for girls, as instructed by the Head of Department, following school and departmental policies at times as set out in the calendar. The Teacher should also be prepared to contact parents, under the guidance of the Head of Department on other specific matters, as appropriate.

**12. Rewards and Sanctions**

The Teacher shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should issue rewards and sanctions in line with the School Policy.

**13. Safeguarding**

The Teacher shall be fully aware of the School's Safeguarding Policy. He/She should be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to him/her as appropriate.

**14. Conduct**

The Teacher shall be aware of and adhere to the School's Staff Code of Conduct.

**15. Marketing**

The Teacher, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Teacher will offer ideas, through their department or at the marketing Forum, regarding the marketing of QM.

**16. Inspection**

The Teacher shall be prepared for inspection, either by the Deputy Head or external Inspectorate, by reviewing and understanding School policies, up-dating lesson plans & documents and ensuring girls' work is marked and annotated with detailed feedback which enables girls to make significant progress.

**17. Request for Absence**

The Teacher shall make any requests for absence during term time in writing (letter or email) to the Deputy Head, who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given.

**18. Salary and Pension**

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of the Teachers' Pension Scheme.

**19. Meals**

Food and refreshments are provided during term time during the hours of duties when girls are in School.

**20. School Fees Remission**

An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.

**21. General Duties**

The Teacher should have an interest in and willingness to support all School activities and should be available to listen to girls and to deal promptly with concerns and difficulties. It is expected that the Teacher will undertake a number of duties, from time to time, for the better running of the School, as directed by the Head. Such duties might include supervising Private Study, assisting with the running of a House by attending events and dinners, organising travel plans or escorting girls to the station.

**22. Notice**

The Teacher is required to provide 1 full term's notice to terminate his/her employment.

**Person Specification: Teacher of Mandarin**

You will be an enthusiastic and creative teacher keen to ensure the highest quality classroom teaching. You will be in sympathy with the aims and ethos of the School and with the concept of a girls' only boarding education. You will enjoy the company of young people and have the skills necessary to enable every girl to strive and achieve her maximum potential.

<b>Qualifications</b>	Good relevant qualifications to teach GCSE & A Level specification	Essential
	A PGCE	Desirable
<b>Qualities</b>	Experience of delivering an academic curriculum to all age groups	Essential
	A creative, inspirational and enthusiastic Teacher	Essential
	A genuine desire to develop girls to their fullest potential	Essential
	An effective and self-motivated planner and manager of her or his time	Essential
	Evidence of the ability and willingness to contribute outside the classroom	Essential
	Willingness to commit to and foster the values and ethos of the School	Essential
<b>Skills, Knowledge and Experience</b>	The ability to plan and deliver outstanding, exciting and innovative lessons using a range of teaching strategies and styles	Essential
	Awareness of the Curriculum and future implications for the teaching of M	Essential
	Excellent and up to date subject knowledge	Essential
	High levels of competence in the use of ICT for teaching and administration	Desirable
	A commitment to safeguarding and promoting the welfare of children	Essential

## Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions will be documented in a letter of appointment. The appointee will be required to familiarise herself/himself with and to comply with the School's non-contractual policies and processes as the same are published from time to time.

1. The appointee will receive a salary following the school's own pay structure and, paid in monthly installments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable.
2. The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Academic Deputy, including attendance at Training Days and Results Days, as required, you will not normally be required to work during normal school holidays.
3. The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 08:45 – 12:30 (Saturday). Clubs, societies, matches, practices, duties, training days and parents' meetings may, necessarily, extend these times. It is anticipated that the appointee will teach a workload of 7.5/22 calculated on an academic yearly basis. This teaching load may vary depending on demand.
4. The School operates a non-contractual sickness policy details of which are available on the staff VLE.
5. The appointment shall be made subject to an enhanced DBS check, a negative check at the DfE Record of Teachers Prohibited from Teaching, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.
6. Food and refreshments are provided during term time during the hours of duties when girls are in School.
7. An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.
8. This appointment is for a two year period only expiring on 31 August 2020.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers the Department for Education and the Disclosure and Barring Service, in accordance with Safer Recruitment Practice. The Teacher shall be fully aware of the School's Safeguarding Policy. The Teacher must be aware of how to contact the Designated Safeguarding Lead or the Deputy and not hesitate in communicating concerns regarding Safeguarding as appropriate.

**Queen Margaret's School**  
Escrick Park  
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[www.queenmargarets.com](http://www.queenmargarets.com)