WELLINGTON COLLEGE CHINA
惠灵顿(中国)

上海浦东新区民办惠立学校
HUILI SCHOOL SHANGHAI

POSITION: Science Teacher (Secondary School)

ABOUT US

Huili School Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Huili identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

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Basic Information			
JOB TITLE	Science Teacher (Secondary School)	**DEPARTMENT**	Academic
LOCATION	Shanghai	**POSITION TYPE**	Full-time
SUPERVISOR	Department Head, Head of School		
ANNUAL LEAVES	According to School Calendar		

KEY RESPONSIBILITIES:

Teaching and Learning

- Contribute to the holistic wellbeing of all pupils and specifically to those assigned to your individual care.
- Demonstrate and make all pupils aware of the Huili School vision statement, values and identity.
- Deliver creative, engaging and well-planned lessons.
- Complete teaching plans on time and to a high standard.
- Prepare pupils for the study of the subject at IGCSE and IB DP level.
- Participate in curriculum meetings and pastoral meetings with international and Chinese teachers. Contribute ideas during discussions.
- Assess regularly the pupils' work by means of formative and formal semester/half-semester assessments, as directed by the department head and the head of school.
- Communicate with the department head regarding any student whose progress or behaviour gives cause for concern.
- Monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression.
- Participate fully in the staff appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom.
- Submit books, records or planning as required for monitoring by colleagues or the department head.
- Be involved in developing, implementing and monitoring all school policies regarding science, and to assist in the necessary documentation pertaining to the subject, where required by the head of department.
- Assist with the resourcing of science, and work with the department head in drawing up the annual order.
- Apply consistently and diligently the rules of the school in order to maintain discipline, standards of dress and to safeguard the happiness, safety and wellbeing of all pupils. To ensure that pupils know, understand and follow the school rules.

- Provide opportunities for the community to be involved in pupils' success.

Home-School communication

- Make parents feel welcome and build good relationship with parents.
- Present and share information regarding the science curriculum.
- Collect information about pupils' interests and growth from parents.
- Provide consultations and support to parents' enquiries.
- Share pupil information provided by parents with other teachers.
- Communicate with parents on a regular basis, as directed by the department head and the head of school.
- Attend parent meetings as required and provide accurate, honest information regarding the progress of individuals in science.
- Report to the parents in the form of regular written reports, and when may be additionally required by the head of school.

Professional Integrity

- Be positive and build good relationship with colleagues.
- Complete tasks on time.
- Provide cover for absent colleagues as and when deemed necessary by the head of school.
- Play a full role in the weekly co-curricular activities programme.
- Make a significant contribution to school assemblies, WeChat articles and newsletters, and by so doing highlight the work carried out by pupils in the subject.
- Promote an ethos of equality and equal opportunities for all pupils within the setting.
- Protect the privacy of pupils, pupils' families and colleagues.
- Maintain the highest standards of care, child protection and safeguarding at all times.
- Emphasise the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the school and the curriculum.
- Carry out duties as required and timetabled by the head of school. This will include break supervision, lunchtime supervision and after-school supervision.
- Maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. Act always in a way that conforms to the school ethos and values and is in the best interest of the pupils.
- Set high expectations and standards for the achievement of pupils and your personal performance.
- Contribute as fully as possible to the annual calendar of school events, in whatever way possible.

Professional Development

- Be familiar with the recent development of IGCSE and IB DP teaching theory and practice.
- Improve yourself through continuous study and be willing to try new ideas.
- Be willing to accept others' good ideas and share your opinions.
- Frequently reflect on your work and share your experience with international teaching partners and other colleagues.
- Support the School Development Plan generally and in so far as it relates to Science.

- Attend and participate fully in school staff development.
- Attend staff meetings and briefings as and when required by the head of school and the department head.

JOB QUALIFICATIONS

BASIC QUALIFICATION	• Holder of Bachelor Degree, teaching certificate • A Science based qualification • Native English speaker • Support Huili Values
EXPERIENCE	A minimum of 2 years class teaching experience at secondary school level
EXPERTISE	• Knowledge of science teaching • Knowledge of IGCSE and IB DP is an advantage
PREFERRED APTITUDES	• Be able to assess pupils' interests, needs and developments • Be able to develop curriculum • Open, proactive, patient and caring • International and bilingual school work experience is preferred • Cross-cultural work experience is preferred