Shanghai Concord Bilingual School
上海康德双语实验学校

JOB DESCRIPTION AND PERSON SPECIFICATION

TEACHER OF ECONOMICS

Starting Date: August 2021

The Role

The Economics Teacher will report to the Head of Economics. He/she will be responsible for contributing to the development of the subject at all levels throughout the school. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher, committed to flexible and varied styles of teaching and in sympathy with the aims and objectives of this bilingual school.

The post holder will be part of a small team of economics teachers, which is expected to grow in size considerably as student numbers increase. He/she will be closely involved in the development of Economics at all levels throughout the school.

Main duties and responsibilities include:

- being actively involved in reviewing curriculum needs and, in consultation with the Head of Economics, to select courses that are appropriate to the needs of our students;
- developing and managing courses and assessments in line with exam board specifications, including preparation of such and supervision of students during such assessments;
- attending regular subject meetings of Economics staff at which curriculum planning, student progress, and teaching and learning needs are discussed and good practice can be shared;
- engaging in peer assessments of teaching as requested, sharing best-practice and being open to new ideas;
- taking part in the school's rota of duties such as corridor supervision, supervision of detention etc.;
- managing physical resources effectively;
- implementing the department's Health and Safety policy, including, in consultation with the Executive Principal, the development and updating of all relevant risk assessments;
- working with the Head of Department to set departmental targets and produce a departmental assessment report each year;
- ensuring that students hoping to study Economics or other related subjects at university are well-prepared, by participating in the continued development of an additional programme of study;
- providing predicted grades and comments to support university applications;
- Supporting the Head of Economics in enriching the curriculum within the subject. This might mean inviting speakers to the school or taking students on external visits;

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and as required;
- managing student behaviour in the classroom and on school premises;
- participating in regular departmental and relevant management meetings, INSET, school training events, observation and professional review in order to maximise the quality of teaching;
- acting as Tutor to a group of students;
- writing regular, informative and individual reports on students in a timely fashion;
- attending annual parents' evenings and any other required parental meeting;
- promoting the general well-being of students and communicating with Heads of Grade and/or the appropriate Tutor;
- participating in and organising extracurricular activities as appropriate and as required by the Senior Management;
- supporting the schools' Marketing and Admissions teams as required, by for example writing and marking occasional entrance tests or attending student recruitment events

This list is not intended to be exhaustive. The nature of teaching and of education is that change is likely, either externally prompted (for instance a government or exam board reform) or as a result of SCBS-based initiatives. The successful candidate should therefore expect to undertake any other reasonable duties for the further development of the subject within the school and of the school's academic ethos in general.

Qualifications:

- a high quality degree with Economics as the sole or major focus
- a formal teaching qualification
- at least one year's teaching experience

Requirements:

- Native level of English;
- Minimum one year's Economics teaching experience and the capability of teaching Economics to all IGCSE and A-level groups aged 14-18;
- Ability to communicate in English with pupils, colleagues and parents, with support for interpretation into Chinese where necessary, and to build strong relationships with all members of the school community;

- Ability and strong desire to work collaboratively;
- Familiarity with various teaching resources including, where appropriate, digital tools to support and enhance teaching and learning;
- Sensitivity to the cultural differences found in China and the willingness to develop and maintain a cross-cultural approach to work;
- A willingness and commitment to contribute fully to the life of the pupils and school beyond the academic day, including active participation in the academic enrichment and co-curricular programmes;
- Experience of A-Level or IGCSE students will be beneficial.

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support school events as far as possible, and contribute to the broader life of the school.

Remuneration and Benefits

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Relocation allowance, accommodation allowances, annual performance bonus, annual completion bonus, health insurance and annual flights to and from the home country are included in the benefits package.

The school normally offers a three-year contract.