

Job description

Job title	Class Teacher	Section/Department	Primary
Division/School	MCHK - School	Service location	Tai Po, New Territories
Reporting line	Head of School	Effective date	August 2022

Roles and Responsibilities	
Job Purpose	<p>This position will be expected to teach and support the PYP programme.</p> <p>As a Malvern College teacher the postholder will play a full role in the school's curricular, co-curricular and pastoral programmes.</p>
Main Academic Duties and Responsibilities	<ul style="list-style-type: none"> Take responsibility for a primary class, supporting, nurturing and taking a genuine interest in the holistic development of all children in that class; Work closely with the PYP Coordinator, Head of Year and PYP colleagues to ensure the effective delivery of the PYP programmes and to design and implement a relevant, challenging and rigorous curriculum; Plan and deliver lessons, ensuring attention is given to appropriate differentiation; Contribute to collaborative learning at all levels of school life; Create inquiry-based classrooms that develop critical thinking skills, knowledge and a range of skills within an environment based on trust and respect; Select relevant resources and digital tools to support and enhance learning; Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupil learning; Communicate effectively with pupils, parents and colleagues in a professional manner; Write formal reports on a termly basis; Provide appropriate pastoral support as and when necessary; Contribute to the school's House system; Attend Parents' Meetings, Open Mornings, Admissions Days and CPD as appropriate; Play an active role in the school's co-curricular programme; Play a full part in the school's admissions process including attending Saturday Admissions day(s) as required; and Assist with any other duties, tasks or jobs as may be reasonably requested by the Head of School or Headmaster.
Key Relationships	
Internal	<ul style="list-style-type: none"> Pupils Headmaster and MCHK management team School's administrative and academic/teaching staff Human Resources team
External	<ul style="list-style-type: none"> Parents External co-curricular partners as appropriate

Position Requirements	
Academic Requirements	<ul style="list-style-type: none"> Minimum Bachelor's Degree; A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE).

Required Working Experience	<ul style="list-style-type: none"> • Minimum two years' teaching experience in primary years education; • Previous experience of teaching the IB PYP is preferred, although outstanding candidates without prior IB experience will be considered;
Competencies	<ul style="list-style-type: none"> • An appreciation of the IB Philosophy is required; • All staff employed by the College to teach PYP would be expected to hold a current IB training qualification, at minimum of Category 1 level, within the given subject area prior to taking up the position; • Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the school community; • Ability 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 Hong Kong and the willingness to develop and maintain a cross-cultural approach to work.
Additional Requirements	<ul style="list-style-type: none"> • 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.