



Passionate about Primary-Years education? Looking to lead alongside an amazing team?



Background

Island Christian Academy is a community-minded International School located in the vibrant Soho district in Hong Kong. Island Christian Academy currently has an enrolment of 460 students in Years 1-7. The school is in its eighth successful year of operation and actively expanding!

The school is now seeking a passionate, experienced educator to take on the challenge of leading a team of teachers to shape learning at their year level. We are looking for team-oriented, people-smart teacher to join our staff and to further improve our collective capacity to improve student outcomes in all areas of learning and development. This position will be full time in the classroom with regular leadership release during the week.

We offer, as our core curriculum, the International Primary Curriculum (IPC). The IPC gives us a framework to structure and deliver an engaging, inquiry-focused learning programme with an integrated, thematic approach to learning. It supports rigorous, differentiated learning that is active and exciting for children. Learning with the IPC takes a global approach; helping children to connect to where they are living now as well as looking at the learning from the perspective of other people in other countries.

In addition to the IPC, Island Christian Academy uses the UK National Curriculum for English, Australian National Curriculum for Mathematics and internally-developed curricula for Christian Studies and Chinese.

We have a diverse learning programme supported by specialist teachers in PE, Chinese and Music. Our schedule provides generous collaborative time within the school day to plan and prepare with teaching partners and year-level teams.



We are passionate about emphasising a balanced approach to teaching and learning, which is visible in our programme, developing learners academically, physically, socially and emotionally and spiritually.



Our school's mission is to:

EDUCATE | CULTIVATE | INSPIRE



To help achieve this mission, our team leaders will:

- enable students in their homeroom to make excellent progress in all learning areas, providing a solid foundation for all aspects of academic education.
- plan opportunities to develop the cultural, physical, social and emotional and spiritual aspects of students' learning.
- create and manage a caring, engaging, purposeful and stimulating environment which is conducive to student's learning, and which is regularly reviewed and continually refined and improved through reflective practices.
- ensure IslandCA's values and personal goals are embedded in daily practice and teaching
- plan collaboratively and prepare learning engagements in order to deliver the International Primary Curriculum, ensuring breadth and balance in all subjects; introducing best practices, high-quality resources and enriching school programmes.
- model and promote international-mindedness in our learning environment.



Person Specifications:

The ideal candidate will:

- Be an experienced, successful classroom practitioner with a desire to make a difference in our community of learners,
- Be able to demonstrate their own personal commitment to being a lifelong learner
- Be passionate about Christian education and excited to shape the lives of future generations,
- Know how to inspire and lead others through challenge, change and innovation,
- Have a diverse applied knowledge of educational practices and models, including inquiry-based education and innovative learning environments,
- Be committed to developing collaborative practices with students and staff, and
- Be an advocate for the effective integration of digital tools and technologies to improve learning outcomes for students.

If this role sounds like the right next step in your leadership career, we look forward to hearing from you about how you might be the right person to join our team and help shape the future for our amazing learners here at Island Christian Academy!



Job Description - Primary Class Teacher

Job Purpose

To provide a high quality teaching and learning environment, based upon Biblical Worldview principles that facilitate whole-child development where teachers seek, by personal example, to inspire students in Christian faith and living in the school community. Teachers are expected to support and promote the Generations vision, mission, values, and philosophy of learning, including the centrality of a Christian worldview, significance of international mindedness, and importance of personal growth in conjunction with academic excellence.

Responsible To

The position holder reports directly to the Principal (or delegate).

Key Duties

Responsibilities:

To ensure that the programme of education at the Primary School:

- Builds solid foundations of God's love through a Biblical worldview curriculum, empowering students to follow Jesus Christ and know His word.
- Is in accordance with the requirements of the Education Bureau of Hong Kong and other relevant government departments.
- Promotes equality as an integral part of the programme and treats everyone with fairness and dignity.

Planning & Teaching:

- To enable students to make excellent progress in all learning areas, providing a solid foundation for all aspects of education.
- To plan opportunities to develop the social, emotional and cultural aspects of students' learning.
- To create and manage a caring, engaging, purposeful and stimulating environment

which is conducive to student's learning, and which is regularly reviewed and continually developed.

- To ensure that Generations and School values and personal goals are reflected in daily practice and teaching content.
- To plan and prepare lessons in order to deliver the International Curriculum, ensuring breadth and balance in all subjects; introducing best practices, high quality resources and enriching school programmes.
- To model and promote international experiences in the learning environment.
- To stay up to date with changes and developments in the structure of the curriculum and pedagogy of teaching.
- To identify clear teaching objectives and learning outcomes for students, with appropriate challenge and high expectations.
- To organise and manage groups of individual students ensuring differentiation of learning needs, reflecting all abilities.
- To challenge all students to perform to their full potential, and work to remove barriers to achievement for all students.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To maintain behaviour of a high standard following Generations Christian Education policy, safeguarding students' health and safety.
- To create a learning community in which all students have a desire to inquire and learn.
- To use different strategies to ensure students are actively engaged in their own learning.

Assessment & Reporting:

- To maintain a regular system of monitoring, assessment, record-keeping and reporting of students' progress.
- To mark/comment on student work to facilitate positive student development and improved learning.
- To carry out regular reporting and reflective analysis of student progress and achievement, and report to the Principal (or delegate).
- To prepare appropriate records for the transfer of students.
- To communicate effectively with parents and stakeholders on programmes, student achievement, placements, and behaviour.

Community:

- To stimulate, foster, and enhance a sense of community amongst staff, parents, and students that encourages them to support the vision and mission of the School.
- To promote high quality relationships with all stakeholders.
- To build up community relations and school collaboration.

Extra-Curricular Duties:

- To take part in school events and activities that may take place at weekends or in the evening (within the reasonable request of the Principal).
- To participate in staff meetings as required, including learning meetings, prayer

- gatherings, committee meetings, etc.
- To deliver one class chapel/assembly per term (3 during the year), involving whole class presentation.
- To supervise students during classes and at other times in the school day, including in the playground, during breaks, and at the direction of the Principal.
- To assist and organise sporting activities, school concerts and excursions where relevant.
- To lead or supervise extra-curricular activities as part of the school's extra-curricular programme (as included in school contract).
- To liaise with colleagues and work flexibly (this might include covering staff sickness by taking responsibility for a 'class-split').

Strategic Plan:

- To implement and support school development as identified in the School Improvement Plan, and as directed by the Principal.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To support the Principal in promoting the ethos of the school.

Administration:

- To administer and implement the policies of and procedures of the School and where relevant Generations Christian Education.
- To maintain appropriate documentation for the performance, evaluation and management of all students in your classes.
- To continue professional development, maintaining a portfolio of training undertaken.

Risk Management:

- To promote the welfare of students and to support the school in safeguarding students through relevant policies and procedures.
- To ensure out-of-school trips are safe, educational and fun, liaising with the Principal (or delegate) as appropriate.
- To help ensure all students and staff are safe and secure, informing the Principal of any issues.
- To recognise that health and safety is a responsibility of every employee, to take reasonable care of self and others, and to comply with the School's Health and Safety policies and procedures, and laws of Hong Kong, and any school-specific procedures/rules that apply to this role.

Other:

- Other related duties as requested by the Principal or their delegate.

Role Description - Year Level Team Leader

Role Purpose

The Year Level Team Leader is to lead, coordinate and support teachers in the assigned year level. The Year Level Facilitator also works collaboratively with the Principal, Deputy and Vice Principals, Specialists, IPC Coordinator, Milepost Coordinator, and teachers. They ensure that the curriculum (Maths, Literacy, and Journey 2:52) and interactions meet the needs of students in line with Island Christian Academy's mission, vision and values.

Responsible To

The position holder reports to the Vice Principal (or delegate) who reports directly to the Principal.

Key Duties

Responsibilities:

Facilitating curriculum planning or the school year (including IPC)

- To ensure that teachers in respective year levels are keeping pace with the relevant expectations within an acceptable time frame in order for students to be sufficiently prepared for the next year level and also for smoother vertical integration and planning of curriculum from bottom up.
- To liaise between other Coordinators, Facilitators and year level teachers regarding curriculum plans, any changes or emphasis in policies and deadlines for consistency in curriculum and presentation to parents and other external groups including EDB.

Planning across the year level with leadership and year level team

- To synchronise lessons to ensure that the curriculum taught in the year level for every class is consistent in content albeit different in delivery for horizontal integration.
- To ensure that adequate assessment is taking place within each class in the year level.
- To collate and organise teachers' submission of worksheets, lesson plans and resources so that it is accessible to all teachers in the year level to aid teachers in differentiated teaching.

Coordinating Field Trip Forms and Risk Assessment

- To lead or assign teachers to take pre-trips for risk assessment and logistics and efficiency.
- To present budget and field trip plans for following school year to administration for approval.

Managing the school year's inventory of resources for the year level

- To organise and maintain the resources in an orderly manner.
- To share ideas on how to utilise resources to help enrich the year level.
- To take physical inventory of current year's stock in order to plan and budget for upcoming school year.
- To present budget for local purchases, how resources will be utilised and allocated.
- To collect final submission of overseas purchase orders for following school year from all teachers in the year level to meet deadline set by administration.

Coordinating and disseminating for consistent and effective communication

- To lead in the creation and dissemination of a composite year level newsletter/s or ensure that each class teacher is creating and disseminating a newsletter/s on a regular basis to inform parents about upcoming school events, current and upcoming IPC units and Math, Literacy and Biblical Foundation topics to be integrated with the IPC units.
- To act as point person to represent issues and concerns on all school related matters (including grievances) between administration and year level teachers.

Participating as a team member working with admissions for your specific year level

- To assist in the interview process for both new students and transfer students; and provide feedback to the Admission Team.

Attending meetings held by Principal

- To support Principal regarding school matters and serve as a liaison between administration and year level teachers.

Leading by example

- To lead prayer and provide moral and professional support for colleagues in same year level on a regular basis.
- To lead by example in all matters of self-conduct.
- To maintain positive attitude and moral conduct.