**JOB DESCRIPTION**

**Position:** Teacher of Mandarin

**Department:** Secondary

**Reporting line:** The Teacher of Mandarin will report to Head of MFL.

**Responsibilities and Duties:**

The Teacher of Mandarin is responsible for:

* Providing an organised, disciplined and stimulating environment in the classroom.
* Effectively teaching – using a variety of approaches – the respective syllabi across each year level.
* Keeping detailed and updated lesson plans (using the school’s proforma) and records of group and individual work with the students.
* Providing regular assessment feedback to students in line with school policy and use this to inform future learning.
* Under the direction of the Head of Department taking responsibility for designated areas and aspects of the department of which he/she is a member.
* Actively supporting and applying all school policies and procedures.
* Taking part in the school performance and management programme as required by the school.
* Promoting the school positively at all times (including meetings with professional bodies, individuals and on social network sites).
* Working with fellow colleagues in a spirit of mutual cooperation to maintain and enhance a pleasant professional working environment.
* Substituting for absent colleagues when necessary.
* Attending punctually on all occasions agreed in the contract and as reasonably requested by the Head of Department or line-manager.
* Participating in after/out of school events such as: staff team briefing, staff team meetings, parents’ evenings, residential/educational visits, as may be reasonably requested.
* A reasonable number of playground, lunch and other duties as may be required.
* Offering full support to and actively participating in the school’s extra-curricular activity programme.
* Undertaking any other reasonable task as instructed by the Head of School after appropriate consultation.

**Job requirements:**

* Bachelor’s Degree with Teacher Certification
* A minimum of three years teaching experience preferably in an international school setting.
* A demonstrated commitment to extra-curricular activities.
* Fluent English is required.

**Composed by: Date: ……………….**

**Approved by: Date: ……………….**

**Accepted by: Date: ……………….***(Employee)*

**Note:** All teachers at Renaissance are required to provide criminal background checks from their home country and other countries of employ to prove that they meet the Child Protection requirements of the school.