



JOB DESCRIPTION (ACADEMIC)

I. Job Information

职位信息

Job Title: 职务:	Upper School Mandarin Teacher 中学中文教师
Department: 部门:	Upper School Mandarin Department 中学中文部
Line Manager's Job Title: 主管上级:	Head of Upper School Mandarin 中学中文部主管

II. Job Specification

工作要求

Job Purpose:

工作职责:

Working to the Head of Department and for the Head of Upper School and Deputy Head-Chinese Curriculum, Community and Wider Learning in maintaining high academic standards within their subject area. To ensure that students are supported in their learning journey through Upper School and set the highest aspirations for their students' achievement and development, both in the classroom and through the many extra-curricular activities on offer.

在中学部中文主管的带领下向中学部校长和副校长（中方课程、社区及延展课程）负责，进行高质量的学科教学。以高标准要求学生，帮助和支持学生在整个中学的学习过程中，包括课堂教学和课外活动，不断追求卓越。

Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

哈罗北京致力于保护和促进儿童和青少年的福利，并希望所有员工和与学校有关的人都能共同持守这一承诺。

Key Tasks and Responsibilities

Key areas of accountabilities

主要责任范围

- General
- 常规职责

Main duties & responsibilities to support achieving accountabilities

主要职责

- Actively promote and develop the strategic aims of the school.
积极推动和参与学校战略目标的实施。
- Lead by example in all professional matters ensuring that all students observe matters such as dress, punctuality and attendance.
在所有专业事务中以身作则，确保学生遵守有关着装、出勤和其它相关的规定。
- Uphold the expectations and follow the rules made by the Government and HBJ.
遵守国家、地方和哈罗北京的相关政策。
- Actively establish good relations with parents and visitors to the school.
积极与家长和访客建立良好的关系并进行坦诚的沟通。
- Maintain a teaching load appropriate to the position, including the participation in and leading of extra-curricular activities both in the school day, evenings and

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	<p>weekends as appropriate, and as agreed with the Head of Upper School and/or Deputy Head-Chinese Curriculum, Community and Wider Learning. 在工作日承担相应的教学任务和课外活动工作。如果中学校长和、或副校长（中方课程、社区及延展课程）安排，也可能在周末或者晚上。</p> <ul style="list-style-type: none"> - Support and attend all major school events. 支持并参与各项学校主要活动。 - Take a teaching load appropriate to the position, including participation of Leadership and Service Activities. Teach some China Studies lessons (Morality and Law, Geography or History) when there is a such a need. 承担与职位相符的教学工作量，包括领导力与服务活动课程。如有需要承担中国人文学科的教学（包括道德与法治、地理或历史）。 - Take a fair and appropriate share of duties. 承担适量的值班执勤工作。 - Participate fully in House activities. 参加院舍活动。 - Participate in Retreats and Expeditions as required. 参加学校组织的外出实践活动。 - Follow School policies and procedures. 遵循学校的相关规定和工作流程。 - Meet deadlines in a timely manner. 准时完成工作。 - Collaborate with colleagues in areas of planning and assessment and whole school initiatives. 在备课、评估和其它学校工作项目上与同事进行合作。 - To be punctual, smart and appropriately dressed and to behave in such a manner as is appropriate in line with the requirements laid out in our Staff Code of Conduct. 遵守《哈罗员工行为准则》中规定的专业职责并遵守与考勤、着装有关的相关要求。
<p>1. Curriculum Matters 课程和评估</p>	<ul style="list-style-type: none"> - Possess a functional familiarity with the relationship between the Chinese National Curriculum guidelines, external exams syllabus, Harrow Beijing Units of Work, lesson plans and evaluation for the particular year groups/subjects taught. 熟悉国家课程、外部考试大纲、和哈罗教学计划、课时计划和评估以及任教年级之间的关系。 - Plan, prepare and document lessons. 根据课程安排撰写和修改教学材料并进行汇总存档。 - Manage curriculum delivery and associated resources in a manner that challenges and interest students and is appropriate to their needs and skill-levels. 以挑战学生潜能、激发学生兴趣、符合学生需求和能力水平为目标，管理课程安排及相关资源。 - Take responsibility for curriculum delivery and associated resources in a manner consistent with school and departmental policies and procedures. 依据学校和部门相关政策进行授课和准备相关教学资源。 - Maintain an ongoing formative assessment programme related to Scheme of Work

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	<p>and associated learning objectives. 根据教学计划和教学目标安排形成性评估。</p> <ul style="list-style-type: none"> - Prepare students for and administer summative assessment programmes including both school-based and externally examined assessments. 安排并帮助学生准备和参加校内外总结性评估，包括各项考试。 - Maintain consistency with internal and relevant external marking schedules and moderation procedures. 在校内外贯彻相关阅卷和评分审核工作要求。 - Write reports on student performance for internal and external use as required. 根据学生表现撰写成绩报告和评语。 - Monitor student's academic performance and provide feedback to improve student learning and developmental skills. 持续关注学生的学业表现，提出建议和方法，帮助学生提高学习成绩和能力。 - Communicate professionally with parents regarding their children's performance. 积极就学生的学业表现与家长进行沟通交流。 - Follow the School's Marking Policy. 按照学校和部门相关政策批改试卷和作业。 - Maintain legible, verifiable, accurate, comprehensive, defensible and fair records of formative and summative assessment results. 负责正式考试的数据收集、整理和报告，并保证记录清晰、准确、全面、公正、具有很高的信度和效度。 - To create written medium and short-term planning to ensure that students develop at an appropriate pace, with clear differentiated planning and teaching. 根据学生需要制订短期辅导计划并按需进行差异化教学。 - To use ICT to support and extend all areas of the curriculum. 妥善利用信息技术促进教学。
<p>2. Pastoral Care 德育与关怀</p>	<p>Tutors are best placed to ensure that students receive an excellent standard of care, guidance and support during their time at HBJ. In conjunction with the practices and responsibilities laid out in the academic professional staff handbook, it is the tutor's responsibility to be approachable, engaged and informed with regards to their tutees. Tutors should be the first point of contact for both their tutees and parents and, as such, will facilitate the support or guidance for the tutees using up-to-date tracking and monitoring data. CPT will include:</p> <p>辅导老师是确保学生在 HBJ 学习期间得到优质照顾、指导和支持的最佳人选。导师有责任结合教工手册中规定的做法和责任，平易近人、积极主动地为学生提供信息。导师应成为学生和家长的第一联系人，并利用最新的跟踪和监测数据为学生提供支持和指导。</p> <p>CPT 包括</p> <ul style="list-style-type: none"> - Any, and all, discussion regarding the academic and personal development

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	<p>of students at HBJ involving members of staff, students and parents. 由教职员工、学生和家长参与的有关 HBJ 学生学业和个人发展的所有讨论。</p> <ul style="list-style-type: none"> - Discussions or intervention with students between tutors, teachers or the Pastoral Leadership Team (PLT). 导师、教师或德育关怀领导小组（PLT）之间对学生的讨论或干预。 - Formal reviews between tutors, teachers or the PLT of each student's personal academic profile with the aim of supporting academic achievement. 导师、教师或德育关怀领导小组（PLT）对每个学生的个人学业情况进行正式审视，以帮助取得学业成绩。 - Correspondence from tutors, teachers or the PLT to parents discussing each student's personal academic profiles and leadership awards. 导师、教师或德育关怀领导小组与家长通信，讨论每个学生的个人学业情况和领导力奖项 - Regular correspondence with parents. 定期与家长通信 - Weekly tutor time programme. 每周导师时间安排。 - Holistic Studies (HS) schedule, planning, and implementation. 全人学习（HS）日程、计划和实施。 - House events support and guidance. 院舍活动支持和指导。
<p>3. Welfare and Discipline Matters 学生的身心健康和管理</p>	<ul style="list-style-type: none"> - Monitor the work of class/form students, providing guidance, advice and admonishment. 关注学生的情况并且在需要的时候提供建议和支持。 - Maintain strong and positive working relationships with students, parents and other teaching staff. 与学生、家长和其他同事保持积极紧密的工作联系。 - Write and maintain relevant records for individual student files and write reports. 撰写和维护学生档案及相关报告。 - Participate in, and document, meetings for any of the purposes above. 参与并记录与任何与上述目的有关的会议。 - Participate in the maintaining of high standards of behaviour and dress of students in the classroom and in all school locations and activities. 维持在校内各处和各种学校活动中对学生行为和着装等方面的高标准要求。 - Follow Harrow Beijing policies with regard to the health and safety of students both on and off the school premises when students are under the school's jurisdiction. 当学生在校时，遵守哈罗北京学校与学生校内外健康和有关政策。 - Take a pastoral interest in students in curriculum and extra-curricular activities and

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	<p>around the school environs so that they feel noticed, valued and cared for. 关注学生学习和课外活动以及学校周边的环境，让他们感受关爱和重视。</p> <ul style="list-style-type: none"> - To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School, help to identify, assess, and support children who are suffering harm. 高度重视与儿童保护和儿童福利相关的问题，和同事一起采取必要措施来辨别、评估和支持遭受侵害的儿童。
<p>4. Extra-Curricular Activities 课外活动</p>	<ul style="list-style-type: none"> - Lead or supervise certain amount of LSAs assigned by US LSA Coordinator and or Head of Department as part of teaching load per week. 每周组织或参与一定数量的由中学课外活动协调员和部门主管安排的课外活动。 - Organise the logistics associated with these programmes as they relate to transport and accommodation. 负责课外活动相关的组织和行政工作。
<p>5. Professional Development 职业发展</p>	<ul style="list-style-type: none"> - Keep up to date with curriculum developments through reading and CPD opportunities. 通过阅读、在职培训和同侪学习保持对学科发展的了解。 - Participate in the annual Professional Performance Review. 积极参加学校的工作评估和绩效管理。 - Participate in school-wide CPD initiatives and CPD sessions offered by EDB and exam boards as instructed by Head of Department. 定期参加全校范围的教师职业发展活动以及部门主管指定的教委或考试机构组织的会议和培训并学以致用，和同事分享相关内容并向中学中文部主管汇报相关培训的内容和工作进展。 - Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications. 在绩效考核过程中寻找专业展机会，包括与自身职责相关的机会。 - Seek advice from line managers with regard to professional development and career paths. 就职业发展和职业道路寻求部门主管的建议。 - Take full responsibility for areas that may be reviewed in a full school audit. 参与有关部门对学校的检查和审计工作。
<p>6. Collegiality 全校共育</p>	<ul style="list-style-type: none"> - Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes. 参加部门例会、每周简报及其他必要会议，共同确保各项工作顺利进行。 - Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists. 在需要的时候指导与自己有密切关系的新教师进行工作。 - Supervise students during non-period time as determined by the duty rota. 按照学校值班安排值班监管学生。 - Supervise classes on behalf of colleagues as determined by the cover schedule. 在需要的时候承担一定量的代课工作。

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	<ul style="list-style-type: none"> - Behave at all times in a manner befitting a role model for the students of the school and in a manner that brings only respect to colleagues and the reputation of Harrow Beijing. 无论任何时候都能以身作则，身正为范，赢得他人的尊重并维护学校的声望。
7. Safeguarding 儿童保护	<ul style="list-style-type: none"> - To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm. 严肃对待与儿童保护有关的问题，勇于承担相关职责，确保任何可能施加给儿童的伤害能够被及时发现、评估并得到妥善处置。

Key Relationships:

关键关系:

Internal

内部

- Head of Department, Second in Charge (if any), Head of Years, House Leaders, Director of Studies, , Head of Upper School, Deputy Head-Chinese Curriculum, Community and Wider Learning, Academic Support Team.

部门主管、部门副主管（如有），年级主任、中学部学术总监、中学部校长、副校长（中方课程、社区及延展课程）、学术支持团队

External

外部

- Parents and other educational providers as required.

家长和其他相关人员（如有）

Other important features or requirements of the job:

其他职责包括:

- Attendance at camps, expeditions, parent information evenings, community events.
参加学校组织的实践、游学活动、家长会和其它社区活动。
- Representing the school at official functions as and when requested by the Head of Harrow Beijing.
遵照校长指派代表学校参加相关活动。
- Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision.
与学生、家长和同事一起努力践行哈罗学校的愿景和使命。
- Be available to advise staff and individual students, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that students' progress is maintained in an effective way.
为需要的同事和学生提供个性帮助和指导，帮助他们最大程度地发挥潜力。
- Assist the planning and delivery of academic activities as directed by the Head of Department in the subject area.
按照部门主管的安排组织或参与组织学科活动。
- Contribute enthusiastically and participate actively in interdisciplinary links.
参与跨学科合作。

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- Contribute positively to and respond to the results of the school's self-evaluation and inspection.
参与有关部门对学校的检查和审计工作。
- Comply with any reasonable requests from the line manager to undertake work of a similar level that is not specified in this job description.
据学校未来发展方向的要求，承担部门主管委派的其它合理的工作职责。

III. Person Specification

个人要求

	Essential 基本要求	Desirable 优先考虑
Behaviours 行为	<ul style="list-style-type: none"> - Be a role model for Harrow Staff Code of Conduct. 成为哈罗员工行为准则的楷模。 - Be highly motivated, ambitious and collaborative. 积极主动、雄心勃勃且富有协作精神。 - Have high levels of honesty and integrity in aspects of their role. 诚信对待他人和工作。 - Demonstrate empathy, humility and genuinely care about staff, taking the time to listen and motivate them. 具有同理心，谦虚且关心同事，耐心倾听他们的心声并鼓励他们。 - Committed to safeguarding and to promoting the welfare of children and young people. 致力于保护儿童和青少年的身心健康。 - Ensure a secure, stimulating and well-managed learning environment that promotes a sense of safety, support and wellbeing. 创设安全、积极、有序的学习环境，提升学生安全感和幸福感。 	<ul style="list-style-type: none"> - Have an appreciation of their own culture as well as openness to the perspectives and beliefs of people from different countries, cultures, religions and languages. 欣赏并认同自己的文化，并对来自不同国家，就有不同文化和宗教背景的人和观点持开放态度。 - Recognise the importance of developing our students to be ethical global citizens. 认识到培养我们的学生成为有道德的世界公民的重要性。 - Willingness to learn and adapt. 学习和适应能力强。
Skills and Knowledge 技能和知识	<ul style="list-style-type: none"> - Speaking standard Mandarin and proficient in Chinese as a language of instruction. 能说标准普通话并熟练使用中文作为教学语言。 - Proven track-record or demonstrated potential of good teaching skills. 出色的教学能力。 - Relating well to parents. 能很好的与家长沟通的能力。 - Understanding of differentiated instruction. 具有进行差异化教学的能力。 - Demonstrate skills that lead to improvement of 	<ul style="list-style-type: none"> - Show evidence of establishing clear goals and objectives for students which led to significant improvements in achievement across the subject. 能够带领学生设立清晰的目标并在学科学习中取得优异成绩和进步。 - Ability to relate positively

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	<p>attainment and success within the school. 具有通过优异的教学绩效留住学生的能力。</p> <ul style="list-style-type: none"> - Ability to teach both native and non-native students. 具有教授母语和非母语学生的能力。 - Excellent organizational skills. 具有组织能力和条理性。 - Demonstrates the ability to manage change and work under pressure within those changing circumstances. 具有应变能力和抗压能力。 - Have excellent communication skills along with the ability to listen and understand. 具有优秀的沟通技能以及倾听和理解能力。 - Has the ability to contribute to the positive management of student behaviour. 具有促进学生行为积极管理的能力。 	<p>with students, knowledge of (through studies or work experience) the social, emotional and creative needs of students. 能够与学生建立积极正面的关系并了解学生在社交、情感和发挥创造力方面的需求。</p> <ul style="list-style-type: none"> - Demonstrates outstanding interpersonal skills and the ability to relate well to a wide range of people. 具有出色的人际交往能力。
<p>Experience 相关工作经验</p>	<ul style="list-style-type: none"> - Minimum 5 years' experience in Mandarin teaching in international, bilingual schools or international department of local schools settings. 具有至少5年在国际、双语学校或公立校国际部的教授中学语文学科的工作经验。 - Demonstrated experience in teaching international programmes in Chinese subject both in native and non-native strands at GCSE level and A level in the past 3 years. 在过去3年中具有教授中文母语和非母语国际课程的经验，如IGCSE/GCSE和A level中文课程。 - Demonstrated experience in teaching Chinese National Curriculum Chinese subject at Upper Primary or Middle School level. 熟悉中学语文国家课程。 - Successful experience in working with students in the age group you are teaching. 以中学生为工作对象的丰富经验。 - Demonstrated experience in inspiring students in a stimulating learning environment. 通过创设具有启发性的学习环境激励学生学习的经验。 - Demonstrated experience of using ICT to promote learning. 具有利用多媒体和信息技术促进教学的经验。 - Ability to analyse student data to support student achievement. 具有分析成绩以改进和促进教学的经验。 	<ul style="list-style-type: none"> - Familiarity with the British education system. 了解英国国家课程。 - Experience in teaching non-native students and relevant exams such as YCT and HSK. 教授非母语学生中文并帮助学生准备相关考试，例如YCT, HSK等考试的经验。 - Experience in working in international and/or bilingual schools. 具有国际、双语学校工作经验。



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	<ul style="list-style-type: none"> - Demonstrated experience in raising achievement and setting challenging targets. 具有设置有挑战力的目标和提升成绩的经验 - Strong commitment to supporting all aspects of our programme, especially through participating actively in the extra-curricular activities and contributing to the life of the school community. 具有参与课外活动帮助学生全面发展的经验。 	
Qualifications 资质	<ul style="list-style-type: none"> - Bachelor's degree in Chinese Language and Literature (education) or Teaching Chinese as a Second Language or equivalent 汉语言文学、中文教学（师范）、对外汉语等学士学位或同等学历 - Chinese National Teaching Certificate in Chinese Subject required for positions teaching Chinese National Curriculum to Chinese National students at the corresponding grade levels. 如教授中国学生，持有所教年级相对应的国家认可的语文教师资格证 - Mandarin Speaking Test result at or above Level 2, Grade A 普通话水平达到2级甲等 	<ul style="list-style-type: none"> - Master's degree an advantage. 硕士学位优先 - Teaching Chinese as a Second or Foreign Language qualifications. 对外汉语教师资格证书 - Official certificates from workshops on Chinese courses from recognised exam boards. 相关考试局中文课程官方培训证书

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and staff member, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.