



ST JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

Job Description

Post

Homeroom Teachers - Bilingual English / Bilingual Chinese

Management Points

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Reporting to

Assistant Principal Bilingual Programme / AP Curriculum and Assessment

Teaching Allocation

22 hours

Job Purpose

- Have thorough knowledge of and deliver the SJII Elementary School Bilingual curriculum in their assigned language
- Recognise and respond to the academic, social and emotional needs of the students
- Administer assessments as required by the school, record data and report findings and evaluations of student learning to stakeholders
- Provide duty of care and pastoral support to ensure the wellbeing of the students
- Communicate regularly with parents regarding teaching, learning, academic, social and emotional development and special events
- Model and promote the school's positive behaviour policy and the Virtues programme that underpins this.

Key Responsibilities

- Enable students to develop a positive attitude to learning in a bilingual setting
- Plan learning engagements that are stimulating, challenging and enjoyable for the students and effectively incorporate the use of digital technology
- Plan teaching and learning in collaboration with other teachers at the same grade level, making reference to curriculum documentation and key learning outcomes
- Assist in ensuring that curriculum planning documents are updated
- Maintain assessment data records and engage in discussion around these, with the Assistant Principal for the Bilingual Programme, in order to plan differentiated teaching and learning
- Work collaboratively as a member of the grade level team and be willing to take on tasks as needed, including special events, assemblies and field trips
- Follow school policy and guidelines on areas such as planning, marking, workbook presentation and assessment and recording and lead by examples in these areas
- Engage in Professional Development opportunities and be willing to share learning with others in the department

Specific Tasks and Duties

Strategic Leadership

- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to the students' learning
- Contribute to the development Bilingual Programme yearly overviews, as well as medium and short term teaching and learning plans, based upon curriculum documentation and key learning outcomes
- Gather, record and share assessment data with the team in order to cater for the different needs of the students in the grade level and assess the effectiveness of the programme
- Engage in aspects of the Elementary School Improvement Plan (ESIP) as a member of a PLC or working group
- Liaise closely with the AP Student Success and pastoral team around students who require support beyond the homeroom classroom
- Know and comply with school policies and procedures relating to safeguarding, health and safety and behaviour management

Curriculum and Pedagogy

- Plan, prepare and deliver engaging and effective lessons and activities that motivate, inspire and improve student achievement
- Work collaboratively with the Grade Level and Assistant Principal for the Bilingual Programme in the planning of units of work with clear teaching objectives and learning outcomes
- Engage in professional dialogue around assessment data and differentiation of curriculum in order to meet the academic, social and emotional needs of the students
- Reflect and evaluate own teaching and assessment practices through the school's Professional Reflection and Development structure and in discussions with school leadership in order to ensure continuous improvement
- Ensure thorough knowledge of the pedagogy and strategies associated with instruction in a bilingual setting that support all levels of competency
- Support the transition of students from their current grade level to the next

Assessment and Reporting

- Possess a thorough knowledge of the school's Assessment Policies and Procedures
- Administer, and analyse the results of, the required assessments within the Bilingual programme
- Ensure that assessment data is recorded, analysed and used to plan future teaching and learning, and to evaluate the effectiveness of the Bilingual Programme
- Report on student progress outlining the content covered, results of formative and summative assessments and next steps in learning

Collaboration and Relationship Management

- To organise and manage the students as a class, in groups or individually whilst promoting high standards of behaviour and discipline
- Meet regularly with the Grade Level and Bilingual Teams as they plan units of work and discuss teaching strategies, materials and activities that will support student learning
- Work collaboratively and purposefully with teachers and Teaching Partners
- Collaborate and communicate regularly with the AP Student Success, Pastoral Team and Specialist teachers as part of a team around the academic, social and emotional development of each child

Resource Management

- Ensure that classroom resources are organised and managed to provide an efficient, effective and safe learning environment
- Monitor, evaluate and review the available teaching and learning resources and communicate suggested improvements or changes to the Assistant Principal for the Bilingual Programme
- Look for and recommend resources that may be available beyond the school that support teaching and learning or provide professional development opportunities for the grade level team

Communication

- Communicate with the Assistant Principal for the Bilingual Programme
- , School Leadership Team and colleagues effectively, respectfully and in a timely manner
- Ensure positive and effective partnerships with parents through regular and clear communication about the student
- Share assessment data with parents as appropriate e.g. reports, PTC, as related to Learning Support
- Report to the Assistant Principal for the Bilingual Programme
- or relevant member of the SLT, any matters related to child safeguarding, Health and Safety, discipline or personal concerns

Self-Evaluation and Quality Assurance

- Participate in the school's PRD process as a reflective practitioner and providing a role model to others in this process
- Engage in professional dialogue and opportunities, such as classroom observations, to share best teaching practices and strategies with others
- Seek opportunities for professional development through a range of opportunities such as professional reading, work with a mentor or critical friend, network groups, in-school or external workshops

General Areas of Responsibility

- Be an advocate of the school and its decisions during interactions with students, staff and the community.
- Lead in nurturing a Lasallian Catholic ethos by building upon the legacy and tradition of the school firmly anchored in Faith, Service and Community
- Maintain good working relationships with colleagues and students
- Be a role model within the school in terms of professional expertise and conduct and lead by example
- Treat others fairly and with respect in order to create and maintain a positive school culture
- Build a collaborative learning culture within the school and manage innovation and change
- Inform and support the SLT as needed
- Take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Principal or SLT
- Support the PRD and performance management process as required to help staff develop goals and improve professional effectiveness
- Support staff in meeting personal and professional goals

Person Specification

Criteria	Essential	Desirable	Evidence
Education	Bachelor Degree in teaching language and literature, Elementary Education or Bilingual Education	Masters Degree in teaching language and literature, Elementary Education or Bilingual Education	e.g. CV, Documentation
Experience	3 or more years of international school teaching experience	5 years or more of international school teaching experience	CV
Knowledge and Skills	Complete fluency in either English or Chinese	Native like ability in either English or Chinese	CV, References, Interview
	Proven experience of teaching in a Bilingual Programme at a range of grade levels	Proven experience of teaching in a Bilingual Programme at a range of grade levels	
Background	Authentic target cultural background	Authentic target cultural background	CV, Interview

Personal Characteristics	Knowledgeable, Collaborative, Open Minded, Diligent	Knowledgeable, Collaborative, Open Minded, Diligent	References, Interview
Other	<p>Knowledge of:</p> <ul style="list-style-type: none"> How to create a classroom community that is characterised by care, curiosity and creativity Classroom environments that are stimulating, well organised and encourage students to be independent thinkers and learners Recent research and thinking around teaching, learning and the needs of students in a Bilingual setting Best practice in assessment and differentiation in a Bilingual Programme Ability to work collaboratively with a team in support of the students Ability to communicate effectively and build strong relationships with parents 	<p>Knowledge of:</p> <ul style="list-style-type: none"> How to create a classroom community that is characterised by care, curiosity and creativity Classroom environments that are stimulating, well organised and encourage students to be independent thinkers and learners Recent research and thinking around teaching, learning and the needs of students in a Bilingual setting Best practice in assessment and differentiation in a Bilingual Programme Ability to work collaboratively with a team in support of the students Ability to communicate effectively and build strong relationships with parents 	CV, Interview, Portfolio, References