



## JOB DESCRIPTION

<b>Company Name: The International School @ ParkCity Hanoi (ISPH)</b>	
<b>Job Title:</b> Mandarin Teacher	<b>Reporting to:</b> Head of Secondary
<p><b>Context:</b> It is understood that a job description can never put into words all of the qualities that a good teacher embodies. It is hoped that all our teachers will strive to inspire, encourage and nurture all students to the best of their ability.</p> <p>We are seeking to appoint a suitably qualified teacher who is capable of teaching Mandarin to upper primary and secondary students. Experience of teaching IGCSE is an advantage.</p> <p>Mandarin will be introduced at Key Stage 2&amp;3 (Years 5-9) and Key Stage 4 (IGCSE level, Years 10-11) at ISPH at the beginning of the 2021/2022 academic year.</p> <p><b>1. Teaching and Learning</b></p> <ul style="list-style-type: none"><li>• Deliver high quality lessons, tailored to our students to ensure the highest possible levels of achievement</li><li>• Establishing high and appropriate expectations for learning, motivation and presentation of work</li><li>• Differentiate class work as necessary to meet the differing ability needs of all children</li><li>• Acknowledge that English is not necessarily the native language of all children in the class and adapt his/her lessons and vocabulary accordingly</li><li>• Ensure that all work is marked meaningfully, promptly and clearly and that corrections are undertaken where necessary</li><li>• Ensure homework is given appropriately where and when necessary</li><li>• Be prepared to be visited and observed by colleagues</li><li>• Contribute to departmental activity beyond the curriculum</li></ul> <p><b>2. Planning</b></p> <ul style="list-style-type: none"><li>• Prepare appropriately for the short, medium and long term</li><li>• Plan lessons in accordance with relevant schemes of work and examination syllabi to ensure all required content is covered</li><li>• Collaborate with other teachers in planning to ensure continuity and progression</li><li>• Participate in the development and review of the curriculum in collaboration with the line managers</li><li>• Contribute to the development, evaluation and monitoring of policies, syllabuses and schemes of work</li><li>• Liaising with the Student Support Team with regard to individual students who may have exceptional needs, to ensure that those needs are understood, planned for and met</li><li>• Developing cross-curricular links and providing opportunities for students to develop and apply their knowledge and skills</li></ul> <p><b>3. Assessment</b></p> <ul style="list-style-type: none"><li>• Provide constructive oral and written feedback to students with clear targets</li></ul>	



- Formally report on each child's progress at the end of each term
- Continuously assess each student so as to be able to clearly justify and substantiate grades, levels or comments given in each report
- Keep clear records of any levels, grades or marks obtained by each child in classroom tests/assessments
- Ensure that the homework diary is kept correctly and is up to date where appropriate
- Be prepared to discuss report grades and each child's progress with parents both on Parents' Evenings and at other reasonable times throughout the year
- Set and mark homework in accordance with school policy

#### **4. Classroom Management**

- Ensure that the classroom atmosphere is conducive to learning
- Provide an environment in which the children feel safe, confident and happy to learn
- Have displays that stimulate learning

#### **5. General**

- Serve as a role model to the children in terms of behaviour, dress, attitude and manners
- Actively support and adhere to the Child Protection Policy, including attending annual training
- Support the school's CCA programme by drawing on own skills and interests and actively looking for ways to share these with students
- Be prepared to take on a pastoral role in the school in the form of a Form Tutor, and fulfilling the responsibilities of that position
- Attending and contributing to meetings of a professional nature as and when required
- Contributing to the strengthening of the parent-teacher partnership in individual and whole school initiatives as and when required
- Be available to attend and participate in extracurricular events in the school calendar such as Parents' Evenings, concerts, etc
- Participate in the development and review of school policies where necessary
- Be familiar with the Handbook for Families, with Staff Supplement
- Actively supporting the ethos of the school
- Making a positive contribution to the development of the school
- Uphold high standards of preparation, teaching and discipline

#### ***Specific Mandarin Teacher Responsibilities:***

- To teach Mandarin using the English medium
- To teach Mandarin to native and second language learners
- To teach children from primary to IGCSE level
- To have good command of English (written and spoken)

For information on the school and the application process, please visit our website at <https://www.isph.edu.vn/careers>

Application letters and CVs should be sent to [careers@isph.edu.vn](mailto:careers@isph.edu.vn) ensuring you clearly state the position you are applying for in the email title

Only shortlisted candidates will be notified