

JOB DESCRIPTION

职责描述

Job Title: 职位:	Mandarin language Lead (ML Lead) 中文语言教学负责人 (ML Lead)
Line Manager: 直属主管:	Director of Studies 学术总监

Purpose of Job 岗位目标

- Working to the Director of Studies and with the WS Director of Bilingual Education and the Chinese Principal to provide professional leadership and management of all Chinese subjects (Mandarin 1st language, Mandarin 2nd language) in order to secure high quality teaching, the effective use of resources, and improved standards of learning and achievement for all students
- Work closely with Chinese Education Team in Head Office to ensure the high standard of Mandarin teaching and learning in the industry
- Model and promote best practice in the teaching and learning of Chinese subjects
- Monitor and evaluate all aspects of the work of the Department and to respond appropriately to emergent issues, ensuring that students are supported in their learning journey
- Lead on all local Mandarin examinations required of HILA students
- Planning, organisation and implementation of traditional Chinese cultural activities:
 - Organise Upper School Mandarin teachers to design and carry out various traditional cultural courses.
 - The course content includes, but is not limited to, the Spring Festival, Mid-Autumn Festival, Dragon Boat Festival and other traditional festivals as well as the celebration of important solar terms
- 与学术总监、全校双语教育总监和中方校长一同合作，为所有中文科目（包括中文作为母语和中文作为第二语言）提供专业领导和管理，以确保高质量的教学、资源的有效利用，以及提高所有学生的学习和成绩标准；
- 与总部的中文教育团队紧密合作，确保开展业内高水平的中文语言教学；
- 示范和推广中文学科教与学中的最佳实践；
- 监督和评估部门工作的各个方面，并能适当应对紧急问题，确保学生在学习过程中得到支持；
- 带领哈罗礼德学校（HILA）学生参加当地教育部门要求的所有中文考试；
- 中国传统文化活动的策划、组织和落实：
 - 组织高年级学部中文老师设计和开展各类传统文化课程；
 - 课程内容包括（但不限于）春节、中秋节、端午节等传统节日以及重要节气的庆祝。

Duties and Responsibilities 岗位职责

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in student progress
- Actively support the values, vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

- Are committed to fully engaging in the bilingual context of the school, through lessons, cultural events, boarding, and general collegiality

总体职责

- 促进学校生活各个方面的高标准，特别是在促进学生进步方面；
- 积极支持学校的价值观、愿景、精神、文化和政策；
- 启发和激励学生、老师和其他学校员工；
- 遵守《哈罗员工行为准则》中的专业职责；
- 促进积极、目标明确和专业的学校文化；
- 积极参与学校评估过程和绩效管理安排；
- 致力于保护和促进儿童和青少年的幸福、安全与健康；
- 致力于通过课程、文化活动、寄宿和总体合作，来充分融入学校的双语环境。

Teaching, Learning and Assessment

- Lead the Mandarin Department in all areas of business including, but not limited to, compliance, curriculum planning, assessment, QA, staff development, exam entries, student data tracking and interventions.
- Be an outstanding role model, setting high personal expectations of the teaching of Mandarin, curriculum planning, professionalism, professional development, and administration
- Promote a positive ethos ensuring that all students are stretched and challenged, enjoy and value academic subjects
- Attend and participate in appropriate network meetings with other professionals to enhance curriculum practice
- Write curriculum information for parents and school or marketing documents that are required
- Promote student independence, leadership and voice within the curriculum
- Ensure that all internal and external examinations are set, conducted and marked in a manner consistent with external examination expectations
- Develop agreed schemes of learning, understand the requirements of examination syllabi, and meet assessment deadlines
- Promote planning and practice focusing on learning for achievement where active learning strategies engage and motivate students
- Ensure that AfL strategies are used effectively to support the progress of learners and to review provision
- Monitor student progress (including use of data) and action subject-appropriate interventions
- Promote cross-curricular dimensions and the development of cross-curricular functional skills
- Organise Department staff to carry out in-school and inter-school teaching research as required
- Carrying out Mandarin teaching research and exchange activities, such as peer observations of teaching, course evaluation, in-depth discussion for different forms of the same subject, etc.
- Implementing regular assessment of Mandarin teachers at the Upper School
- Implementing regular self-examination and self-evaluation of students' Mandarin learning performance

教学、学习和评估

- 带领中文老师完成各个业务领域的工作，包括（但不限于）合规性、课程规划、评估、质量保证、员工发展、考试报名、学生数据跟踪和干预；
- 成为杰出的榜样，为中文学科的教学、课程规划、专业精神、专业发展和行政管理，设定高水平的个人期望；

- 提倡积极向上的精神，确保所有学生的能力得到充分发挥，并能向学生提出具有挑战性的问题，让学生可以享受和重视学术科目；
- 出席并参加与其他专业人士的网络会议，以加强课程实践；
- 为家长和学校编写课程信息，或根据需要撰写市场推广文件；
- 在课程中促进学生的独立性、领导力和表达能力；
- 确保所有内部和外部考试的设置、执行和评分均符合外部考试期望；
- 制定一致的学习计划，了解考试大纲的要求，并满足评估期限；
- 促进以学习为目标的计划和实践，制定积极的学习策略吸引和激励学生；
- 确保有效使用学习评估（AfL）策略来支持学生的进步，并对相关课程内容进行审查；
- 监督学生的进步情况（包括对数据的使用），并采取适当的干预措施；
- 促进跨课程维度和跨课程技能的发展；
- 根据需要组织部门人员开展校内和校际教学研究；
- 开展中文语言教学研究与交流活动，如同行教学观摩、课程评价、同一学科不同形式的深入探讨等；
- 对高年级学部的中文教师进行定期评估；
- 定期针对学生的中文学习成绩进行自我检查 and 自我评估。

Close Personal Tutoring

Tutors are best placed to ensure that students receive an excellent standard of care, guidance and support during their time at Harrow Haikou. 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:

- Any, and all, discussion regarding the academic and personal development of students at Harrow Haikou involving members of staff, students and parents.
- Discussions or intervention with students between tutors, teachers or the Pastoral Leadership Team (PLT).
- Formal reviews between tutors, teachers or the PLT of each student's personal academic profile with the aim of supporting academic achievement.
- Correspondence from tutors, teachers or the PLT to parents discussing each student's personal academic profiles and leadership awards.
- Regular correspondence with parents.
- Weekly tutor time programme.
- Holistic Studies (HS) schedule, planning, and implementation.
- House events, support and guidance.
- Support the House Parent Representative in their duties

密切的个人辅导

导师是确保学生在哈罗海口学习期间获得优质的关怀、指导和支持的最佳人选。结合专业学术员工手册中规定的实践和责任，导师有责任平易近人、参与和了解他们的学生。导师应该是他们的学生与其家长的第一个连接点，因此，将使用最新的跟踪和监督数据促进对学生的支持或指导。密切的个人辅导（CPT）将包括：

- 涉及教职员工、学生和家長且与哈罗海口学生学术和个人发展相关的一切讨论；
- 导师、老师或关怀辅导领导团队（PLT）与学生之间的讨论或针对学生的干预措施；
- 导师、老师或PLT对每个学生的个人学业情况所进行的正式审查，该审查是为了支持学生的学术成就；
- 导师、老师或PLT与家長之间的联络，内容包括讨论每个学生的个人学业情况和领导力奖项；
- 定期与家長的通信；

- 每周导师时间计划；
- 全人教育研究（HS）时间安排、规划和落实；
- 院舍活动、支持和指导；
- 支持院舍家长代表履行职责。

Welfare and Discipline

- Monitor the work of class/form students, providing guidance, advice and admonishment.
- Write and maintain relevant records for individual student files and write reports.
- Lead Personal Development (PD) tutorial sessions.
- Communicate and consult with parents.
- Participate in, and document, meetings for any of the purposes above.
- Participate in the maintaining of high standards of behaviour and uniform of students in the classroom and in all school locations and activities.
- Follow Harrow Haikou policies regarding the health and safety of students both on and off the school premises when students are under the school's jurisdiction.
- Take a pastoral interest in students in curriculum and Enrichment Activities and around the school environs so that they feel noticed, valued and cared for.
- Carry out supervision duties as required to ensure safety and development of both Day and Boarding students

学生福利和纪律管理

- 监督班级/导师小组学生，提供指导、建议和警告；
- 撰写和维护学生的个人档案中的相关记录，并撰写报告；
- 领导个人发展（PD）辅导课程；
- 与家长沟通和协商；
- 出于上述任何目的参与会议并进行会议纪录；
- 参与维护学生在教室或学校其他场合和活动中的高标准行为规范和校服穿着规范；
- 当学生在学校管辖范围内时，遵守哈罗海口有关学生在校内外健康和安全的政策；
- 让学生对课程内容和课外课活动，以及学校周围的环境产生浓厚的兴趣，使他们感觉自己受到关注、重视和关心；
- 根据需要履行监督职责，以确保走读生和寄宿生的安全和发展。

Collegiality

- Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes.
- Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists.
- Supervise students during non-period time as determined by the duty rota.
- Supervise classes on behalf of colleagues as determined by the cover schedule.
- 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 Haikou.

共同合作

- 需参加分享会，此类会议旨在分享确保学校顺利运营和成功实施课程所必需的信息；
- 负责指导新教师，尤其是那些存在职能关系的教师；
- 根据值勤表，在课间时间对学生进行监督；

- 根据代班时间表，代替其他同事监督学生的课程学习；
- 行为举止应始终是学校学生的榜样，并在任何时候尊重同事和维护哈罗海口的声誉。

Communication

- Effectively align the subject to the school vision and values
- Promote an ethos of teaching in the subject matching Harrow expectations and aligned to the teaching standards document
- Support the Cover Supervisor with arrangements for classes when staff are absent
- Analyse, evaluate and respond to student performance and contextual data in the subject
- Contribute to Department meetings effectively with relevant agenda items and supporting development
- Ensure effective communication/consultation with parents and carers including information about supporting their child at home
- Liaise with Examination Boards, Awarding Bodies, and other relevant external bodies
- Communicate subject specific information (where appropriate) across the school e.g. calendared events

沟通

- 学科内容应与学校的愿景和价值观相一致；
- 提倡符合哈罗期望并与教学标准相一致的学科教学风气；
- 在有员工缺席时，支持代班主管进行相应的课程安排；
- 分析、评估和回应学生在该科目学习中的表现和各项相关数据；
- 通过相关议程和支持性发展，对部门会议提供有效贡献；
- 确保与学生父母和看护人进行有效的沟通/协商，包括父母/看护人在家中为孩子提供支持的相关信息；
- 与考试委员会、授奖机构和其他相关外部机构联络；
- 在全校范围内交流学科的特定信息（如适用），例如分享已排进日程表的事件。

Other Responsibilities

- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head Mistress / HoUS deems necessary for the effective operation of the school

其他职责

承担高级管理团队要求的其他合理职责，以及校长/高年级学部校长认为学校有效运作所必需的任何职责。

Personal Specification 个人能力要求

Education, training and qualifications

- Bachelor's degree or above in Chinese Language and Literature or Teaching Chinese as a Foreign Language.
- At least five years of teaching experience.

教育背景、培训经历和资质要求

- 本科及以上学历，汉语语言文学或对外汉语专业；
- 至少有 5 年的教学经验。

Knowledge and experience

- Good professional quality and rich experience in skilled teaching methods

- Being familiar with the use of multimedia teaching aids
- Having strong passion and affinity for students
- Being good at communication, highly responsible and competent in learning and innovation
- Candidate should be able to use English to communicate both verbally and in writing with no obstacles
- The top subject performers at provincial or city level, first prize winners in any teaching competition at provincial or city level and special-grade teachers are preferred

知识和经验

- 具备良好的专业素质，熟悉多种教学方法；
- 熟悉多媒体教具的使用；
- 对学生充满热情和亲和力；
- 善于沟通，高度负责，学习和创新能力强；
- 能够使用英语进行口头和书面的无障碍交流；
- 省市级学科带头人、省市级赛课一等奖、特级教师人员优先。

Personal qualities

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching and a strong commitment to holistic education
- The ability to inspire students through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes
- A positive and solution-focused attitude to working life
- Highly motivated, ambitious and collaborative
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

个人素质

- 尊重学校社区的所有成员，不分职位、性别、年龄和种族背景；
- 对教学充满热情并坚定致力于全人教育；
- 能够通过真正的学习热情激励学生的能力，并渴望带领学生取得优异学业成绩；
- 对工作生活持积极和注重解决问题的态度；
- 积极进取、满载抱负、善于合作；
- 表现出同理心、谦逊，并真正关心孩子，能够花时间倾听和激励他们。
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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 member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

教育是一份日新月异的工作，所有教职员工都应建设性地参与到学校活动中，并采取灵活的工作方式。尽管我们已经尽可能解释上述职位的主要职责，但仍可能未能尽述该职务所承担的每项任务。本岗位人员应遵从直属主管的任何合理要求，以承担本职位描述中未提及、但类似级别的工作。本岗位的职责描述可在直属主管和员工讨论后随时进行修改，并在每年评估时进行审查，并根据学校的业务需求进行调整。