



WYCOMBE ABBEY SCHOOL HANGZHOU

## JOB DESCRIPTION

**Job Title:** Secondary Chemistry/Physics/ Biology Teacher (Expat)

**Last Revised:** May 2020

**Line Manager:** Head of Science

**Member:** Science Department

**Location:** China

### Position Objectives

1. *To ensure a caring, happy, safe and structured environment for pupils and staff*
2. *Under the direction of the Head of Department, to teach a curriculum that fulfils the aims and goals of the school and reflects the needs of the pupils*
3. *To demonstrate a strong, confident, hands-on teaching style where management of time, personnel and resource are discharged efficiently in an atmosphere of consultation and collaboration, with due regard for the cultural complexities of international education.*

### GENERAL

You will contribute to ensuring the successful growth and continuous improvement of your department and of the school.

Reporting to and liaising with the Head of Department you will challenge, influence and motivate pupils to deliver outstanding performance. You will uphold and actively promote our commitment to integrity, accountability and an aspiration for excellence.

We can offer:

- a dynamic and forward-looking school;
- a highly motivated Science Department;
- a challenging and enjoyable environment in which to work, characterized by positive interpersonal relationships;
- a vibrant, rapidly developing city in which to work, and a good standard of living;
- an excellent induction package and CPD together with opportunities for further career enhancement.

### PERSONAL CHARACTERISTICS

Your professional profile is defined by integrity, clear and open communication, high standards, and an understanding of the needs and interests of pupils, parents and staff.

Your personal profile enables you to act as an ambassador for the school. You have excellent verbal and written communication skills, and relate positively to pupils, staff and parents, inspiring them with confidence in the school.

You have the ability to analyse problems, reach sound conclusions and resolve issues effectively. You have a proven capacity to respond to changing needs, and to translate vision into practical reality. You have a strong commitment to quality and sharing best practices in learning and teaching.

You have a good understanding of, and interest in developing academic best practices in the context of a secondary, cross-cultural institution.

You have a working knowledge and understanding of departmental planning and reporting. You have a higher-level understanding of and experience using information and communication technology to enhance teaching and learning.

You have an interest in and willingness to engage Chinese contemporary culture. You enjoy working under pressure in a fast pace environment. You are optimistic, resilient, and have a well-developed sense of proportion and humour.

## GENERAL RESPONSIBILITIES

Working within the remit and targets developed by the Senior Leadership Team, and under the direct, day-to-day supervision of the Head of Department for your curriculum responsibilities you will:

- teach Science to IGCSE and A level and within other EAL programmers, as required;
- adhere to curriculum timelines, planning of time and meeting due deadlines.

### 1. SUBJECT KNOWLEDGE

1.1. You should have knowledge and experience of IGCSE and A Level.

1.2. You should know and understand the National Curriculum Attainment Targets and examination Syllabus in the subjects, and also the framework of the statutory requirements.

1.3. You should have specialist knowledge and experience in science to a high standard.

1.4. You should keep yourself informed of current developments within your specialist subject(s).

### 2. SUBJECT APPLICATION

As a teacher you should:

2.1. Plan, prepare and review SoWs and lessons, keeping lesson notes which show continuity and progression.

2.2. Advise the Head of Department in your department on the preparation and development of SoWs.

2.3. Set appropriately demanding expectations for each pupil; differentiation strategies are essential.

2.4. Employ a range of teaching strategies appropriate to the age, ability and attainment level of the pupils.

2.5. Select and use appropriate resources, including Information Technology.

2.6. Present lessons using clear language and in a stimulating manner, using a variety of teaching styles as appropriate.

2.7. Set and mark homework in line with Subject and School policy.

2.8. Contribute to the development of pupils' language and communication skills, with specific reference to EAL.

2.9. Set suitable work in the event of foreseen absence and other instances, wherever possible.

### **3. CLASSROOM MANAGEMENT**

As a Teacher you should endeavour to:

- 3.1. Create and maintain a purposeful and orderly environment for the pupils within your class.
- 3.2. Safeguard pupils' health and safety
- 3.3. Ensure setting/grouping that is appropriate for particular learning purposes, i.e. whole class, pairs, small groups, individual.
- 3.4. Use appropriate sanctions and rewards in line with Subject and whole school policy.
- 3.5. Maintain pupils' interest and motivation.
- 3.6. Ensure that the classroom environment, facilities and equipment is respected by all pupils.
- 3.7. Maintain vibrant and informative displays in shared areas
- 3.8. Order and maintain adequate stocks of teaching materials and resources, working within your delegated budget.

### **4. ASSESSMENT AND RECORDING**

As a Teacher you should endeavour to:

- 4.1. Identify the current level of attainment of individual pupils and refer to other information available in the school.
- 4.2. Judge how well a pupil performs against the standard expected of a pupil of that age and take remedial action if necessary.
- 4.3. Assess and record systematically the progress of individual pupils in line with Subject and whole school policy.
- 4.4. Mark work using the school's marking policy and give formative feedback to pupils regularly on their progress.
- 4.5. Use assessment as a fundamental part of teaching.
- 4.6. Prepare pupils for public examinations; assessing, recording and reporting as required.
- 4.7. Plan, prepare and review assessments throughout the year.

### **5. TUTORING**

As a Tutor you have a responsibility to:

- 5.1. Promote the general progress and well-being of any group of pupils assigned to you.
- 5.2. Provide guidance and advice on educational and social matters and on their education and future careers, including information on sources of more expert help.
- 5.3. Make records of, and report on, pupils' personal and social needs.
- 5.4. Communicate and consult with parents.
- 5.5. Act as a mentor to all the pupils in your tutor group.
- 5.6. Provide information on pupil performance for parents through Parent Conferences;

## 6. PERFORMANCE MANAGEMENT

You should:

- 6.1 Participate in arrangements for the appraisal of your own performance and that of others in your department.
- 6.2 Review from time to time your own methods of teaching.
- 6.3 Participate in further training and professional development, including training which aims to meet needs identified in appraisal objectives or statements.

## 7. WORKING TIME

- 7.1. You have a responsibility to participate in meetings which relate to the curriculum or the administration or organisation of the school, including morning briefings and pastoral arrangements.
- 7.2. WAISCZ is a boarding school, and together with all members of the Academic staff you will be expected to undertake boarding duties.

## 8. CURRICULUM EXTENSION

- 8.1. All WASHZ staff contribute to the extra-curricular and/or sport programme.
- 8.2. All WASHZ staff share in the extended life of the school.
- 8.3. During time gained due to alternative provision for pupils you may be directed to:
  - Develop/revise curriculum materials
  - Assist colleagues in appropriate planned team teaching
  - Provide additional learning support
  - Undertake planned activities with pupils transferring to the school in August

## 9. OTHER RESPONSIBILITIES

- 9.1. Organise and participate in visits, excursions and enrichment activities outside the classroom.
- 9.2. Contribute to events within the school community.
- 9.3. As may reasonably be required by a line manager in agreement with the Headmaster.

## ENSURING ACCOUNTABILITY

As a teacher you should:

- provide regular, comprehensive reports and formal and informal information on pupil performance;
- contribute to the implementation and management of departmental statistical information on pupil attainment to establish benchmarking and calculate value-added;

## OTHER

As a teacher you should:

- support initiatives which motivate and promote team-building and helps to create a positive work environment;

- remain abreast of trends and research in relevant areas;
- work under significant time and operational pressures, and can coordinate a variety of projects simultaneously;
- exercise judgment and discretion in handling sensitive and confidential issues.