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Last Updated Date: November 2024

Position	Teacher	Reporting to:	Head/Lead of Subject
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Role Summary	<ul style="list-style-type: none"><li>Actively support all students to access a balanced school curriculum and to ensure high quality education and improved standards of learning and achievement,</li><li>Be responsible for all aspects of teaching and learning.</li><li>Work cohesively within a highly motivated and professional group of academic staff.</li><li>Collaborate and communicate effectively with all other academic staff.</li></ul>
Duties and Responsibilities	<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"><li>Contribute to the establishment of a caring ethos which values all students</li><li>Plan lessons and sequences of lessons to meet student's individual learning needs and to ensure student's progression</li><li>Use learning technologies to enhance learning</li><li>Teach assigned classes in a competent and stimulating manner, making use of an appropriate range of teaching methods</li><li>Mark and correct students' work effectively, to set preps in accordance with the prep timetables, to maintain assessment procedures and prepare reports as required by the department and in accordance with School procedures</li><li>Provide clear and constructive feedback to students and their parents and caregivers</li><li>Contribute to the School's Co-Curricular Programme.</li><li>Take advantage of Continuous Professional Development opportunities and training sessions for staff development</li><li>Help students beyond the timetabled lessons where required, providing both consolidation and extension, and contribute to the regular department clinics</li><li>Make an active contribution to the School policies</li><li>Collaborate positively with all members of the School community to build a team environment that supports students' learning</li><li>Participate in an annual performance review and development</li><li>Coordinate student reports within area of responsibility.</li></ul> <p><b>Pastoral Care</b></p> <ul style="list-style-type: none"><li>Aware of all aspects of the social-emotional wellbeing of students and to monitor each student's academic progress and provide advice in setting and achieving appropriate targets</li><li>Register all members of class/tutor group at the start of school day; it is essential for the safety of students that this is done promptly, accurately and without fail</li><li>Assist in safeguarding and promoting the health and safety, good discipline, wellbeing and academic and personal development of</li></ul>



	<p>tutees</p> <ul style="list-style-type: none"> <li>• Actively help students so that their individual opportunities, talents and potential are developed and maximised</li> <li>• Monitor the academic progress of allocated group/class and contact parents regularly.</li> <li>• Promote participation in a full and varied programme of co-curricular activities by all students/tutees in the allocated group</li> <li>• Support the School's disciplinary policy and, apply a fair system of sanctions, as appropriate</li> </ul> <p><b>Communication and Collegiality</b></p> <ul style="list-style-type: none"> <li>• Work co-operatively and supportively with fellow professionals;</li> <li>• Communicate effectively with class parents;</li> <li>• Share information, ideas and resources with colleagues;</li> <li>• Maintain positive relationships and communication with parents and the local community</li> </ul> <p><b>Standards and Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Support the aims and ethos of the School and Department by behaviours which display concern for the student as a whole person, tact, discretion, confidentiality and the willingness to work as a member of a team</li> <li>• Support the School's image in the community;</li> <li>• Follow all policies and procedures</li> <li>• Adhere to child protection and safeguarding related policy, procedures and practice.</li> <li>• Set a good example in terms of dress code, punctuality and attendance</li> <li>• Work collaboratively with teachers</li> <li>• Attend team and staff meetings as requested</li> <li>• Undertake professional duties that may be reasonably assigned by the Manager or School Principal included but not limited to homeroom, evening academic support, boarding duties.</li> </ul>
<p>Typical General Qualifications and Experience required</p>	<p><b>Minimum Typical Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree or above in pedagogy, teacher education or related majors.</li> <li>• Relevant teaching qualifications and certificates.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 3 years or above experience in K12 education.</li> </ul> <p><b>Abilities, Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Solid educational and teaching knowledge to guide curriculum development and design.</li> <li>• Strong sense of responsibility, good team spirit, independent and innovative thinking,</li> </ul>



	<ul style="list-style-type: none"> <li>• Build and maintain successful relationship with students, treat them consistently, with respect and consideration, and concern for their development as learners</li> <li>• Good knowledge, expertise and awareness of students' social, emotional and learning needs.</li> <li>• Strong verbal and written communications skill in English</li> <li>• Computer literacy</li> <li>• Good logical thinking and analysis/problem solving</li> <li>• Solid organisational skills, including the ability to prioritise and multi-task</li> <li>• Demonstrate discretion and confidentiality at all times.</li> <li>• Ability to communicate clearly with students and others.</li> </ul>
All Teachers are Expected to	<ul style="list-style-type: none"> <li>• Contribute to the School's extra-curricular programme throughout the year.</li> <li>• Participate in key school and Parents' Committee events on identified evenings and weekends.</li> <li>• Contribute to the Education Outside the Classroom Programme including by leading residential excursions in urban or rural locations, in Guangzhou or overseas, as required.</li> </ul>

*We are totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and pre-employment verification to include an exploration of any gaps in employment.*

Approved  
by:

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Name:  
Date:

Staff:

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Name:  
Date:

