

Primary School Homeroom Teacher

JOB DESCRIPTION

DEPARTMENT	Shenzhen American International School Bao'an Campus-Primary School
JOB TITLE	Homeroom Teacher
LINE MANAGER	Head of Department

WORKING TIME

40 Hours per week, Monday-Friday (Detailed schedule is subject to the school arrangement).

JOB SUMMARY

We are seeking a passionate and experienced **Primary Homeroom Teacher** to join our school in its inaugural year of primary education. As this is the first cohort of students, the teacher will play a key role in shaping the foundational culture and academic environment of the elementary program. With a smaller class size, we expect our Homeroom Teacher to provide **refined, personalized instruction** and close attention to each student's learning and development. The ideal candidate should have experience in private or international schools and demonstrate a strong understanding of child-centered pedagogy and international education systems.

KEY RESPONSIBILITIES

Planning, Teaching, and Class Management

1. Plan and deliver up to **25 lessons per week**, integrating English Language Arts, Mathematics, Science, Social Studies, and Moral Education in a balanced and engaging manner.
2. Submit teaching plans, PowerPoint presentations, class observation records, and other necessary documents.
3. Maintain student behavior and discipline in class, reporting to the subject head or parents if necessary.
4. Continuously support and improve teaching standards.
5. Participate in regular administrative and academic meetings.

Tracking, Assessment, Recording, and Reporting

1. Assess and track student performance and progress, providing ongoing guidance for improvement.
2. Prepare, assign, and grade homework for students.
3. Prepare tests, grade exam papers, and produce performance analyses.
4. Participate in academic and research meetings.
5. Establish positive relationships with parents and keep them informed about their children's performance.

Activities and Pastoral Care

1. Plan and organize student activities, including open classes, festive performances, and decorations.
2. Co-host events with other teachers.
3. Support school-level, national, or international competitions as a coach and judge.
4. Lead or co-lead one or more student clubs or enrichment activities.
5. Promote student wellbeing and social-emotional development through daily routines and pastoral care practices.

Others

1. Participate in marketing and admissions events, such as open houses and trial classes.
2. Contribute ideas and support the development of the school's primary program and its culture.
3. Complete duties as assigned by the Principal or Primary Division Head.

REQUIREMENTS

1. Bachelor's degree or above in Primary Education, Early Childhood, or related fields.
2. Hold teaching license (e.g., PGCE, QTS, teaching credential from home country).
3. Minimum 3 years of primary teaching experience, ideally in a bilingual or international school.
4. Familiarity with international curricula such as IPC, IB PYP, or U.S. Common Core is preferred.
5. Strong classroom management, communication, and collaboration skills.
6. Passionate about child-centered education and creating a nurturing learning environment.
7. Willingness to take initiative in a start-up school setting and contribute to long-term program development.

PERSONAL ATTRIBUTES

1. Ability to work independently
2. High level of personal integrity
3. Conscientious and consistently focused on completing work to a high standard
4. Flexible and positive approach to work
5. Excellent organizational and time-management skills with high attention to detail
6. Adaptable to working in a fast-paced, ever-changing environment
7. Ability to work under pressure and remain calm
8. Proactive with a willingness to take on multiple tasks
9. Self-motivated and enthusiastic
10. Team player, willing to help and be flexible
11. Continually striving for improvement
12. Willingness to support students in various areas

REMUNERATION PACKAGE

1. Competitive annual salary package depending on qualifications and experience
2. Housing allowance per month provided
3. Flight reimbursement provided
4. High-end commercial insurance provided
5. Chinese public holidays, Christmas/Winter/Summer holidays in accordance with the school calendar
6. Free meals are provided free of charge for employees during term-time
7. Free tuition for your children
8. Team building activities and holiday gifts
9. Other benefits

ABOUT SHENZHEN AMERICAN INTERNATIONAL SCHOOL BAO'AN CAMPUS

About SAIS

Shenzhen American International School (**SAIS**) is one of Shenzhen's established American international schools. Its curriculum aligns with the U.S. Common Core State Standards. Founded in May 2005 with approval from the Ministry of Education of the People's Republic of China and the Guangdong Provincial Department of Education, **SAIS** is also accredited by Cognia.

Campuses

SAIS offers comprehensive teaching facilities and currently operates two campuses in Shekou and Bao'an.

1. **Shekou Campus:** Offers an IB curriculum from preschool to Grade 8.
2. **Bao'an Campus:** Provides a boarding program for students from elementary to Grade 12, offering IB, AP, A-Level, and HKDSE curricula.

SAIS Educational Features

At **SAIS**, we provide an educational journey that fosters both academic success and personal growth.

Here's what makes **SAIS** unique:

1. **Supportive and Inclusive Community:** We cultivate strong relationships among students, teachers, and families, ensuring that every child feels valued and supported.
2. **Academic Excellence with a Global Perspective:** Our curriculum, based on U.S. Common Core State Standards, prepares students to become compassionate and principled global citizens.
3. **Personal Growth and Leadership Development:** Through mentorship, experiential learning, and leadership opportunities, we nurture confident and well-rounded individuals ready to thrive in the global community.

More About the SAIS Bao'an Campus

Established in 2023, the Bao'an Campus (located at No. 2, North 7th Road, Hezhou Community, Bao'an District, Shenzhen) spans nearly 30,000 square meters with over 50% green coverage. The campus features six laboratories, a large library, and can accommodate 1,000 students, with boarding facilities for over 500 students. In addition to standard classrooms, the campus includes multi-functional classrooms, laboratories, and a small theater. Outdoor sports facilities feature a rooftop soccer field, tennis courts, multiple outdoor basketball courts, and a running track surrounding the teaching buildings.

As a newly established and rapidly growing campus, the Bao'an Campus currently serves around 100 students. With our expansion in full swing, we are looking for passionate and talented professionals to join our team. This is a unique opportunity to be part of a dynamic and forward-thinking educational institution where you can grow with us.

At SAIS, we offer:

1. **Exciting Career Growth** – Fast-track promotion opportunities as the campus expands.
2. **Competitive Salary Package & Benefits** – Recognizing and rewarding your contributions.
3. **Innovative & Supportive Work Environment** – A collaborative culture that values new ideas and professional development.
4. **International Curriculum Experience** – Work within a globally recognized academic framework.

Join us and be a part of shaping the future of international education in Shenzhen!

