

### Job description

<b>Job title</b>	Teacher of English	<b>Section/Department</b>	Secondary (MYP & DP)
<b>Division/School</b>	MCHK - School	<b>Service location</b>	Tai Po, New Territories
<b>Reporting line</b>	Headmaster	<b>Effective date</b>	August 2021

Roles and Responsibilities	
<b>Job Purpose</b>	<p>Malvern College Hong Kong is an authorised IB PYP and MYP school and is a candidate school for the Diploma programme. MCHK currently has 800 pupils in Prep 1 to Hundred (Years 1-11). In August 2021, we expect to be close to 1000 pupils and look forward to welcoming our first Sixth Form Cohort.</p> <p>This position will be expected to teach and support MYP and DP pupils as required. As a Malvern College teacher the successful applicant will play a full role in the school's curricular, co-curricular and pastoral programmes.</p>
<b>Main Academic Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work closely with the MYP &amp; DP Curriculum Co-ordinators and colleagues to ensure the effective delivery of the MYP &amp; DP programmes and to design and implement a relevant, challenging and rigorous curriculum;</li> <li>• Plan and deliver lessons in the relevant subject area, ensuring attention is given to appropriate differentiation;</li> <li>• Contribute to collaborative learning at all levels of school life;</li> <li>• Create inquiry-based classrooms that develop critical thinking skills, knowledge and a range of skills within an environment based on trust and respect;</li> <li>• Select relevant resources and digital tools to support and enhance learning;</li> <li>• Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupils' learning;</li> <li>• Communicate effectively with pupils, parents and colleagues in a professional manner;</li> <li>• Write personalised reports to inform parents of their son/daughter's progress;</li> <li>• Provide appropriate pastoral support as and when necessary;</li> <li>• Contribute to the school's Tutor and House systems as directed by the Head of Secondary;</li> <li>• Attend Parents' Meetings, Open Mornings, Admissions Days and Professional Development as appropriate;</li> <li>• Play an active role in the school's co-curricular programme;</li> <li>• Play a full part in the school's admissions process including attending Saturday Admissions day(s) as required; and</li> <li>• Assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.</li> </ul>
Key Relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Headmaster and MCHK management team</li> <li>• School's administrative and academic/teaching staff</li> <li>• Human Resources team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• External co-curricular partners as appropriate</li> </ul>

Position Requirements	
<b>Academic Requirements</b>	<ul style="list-style-type: none"> <li>• Minimum Bachelor's Degree in English;</li> <li>• A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE).</li> </ul>
<b>Required Working Experience</b>	<ul style="list-style-type: none"> <li>• Minimum two years' teaching experience in secondary years education;</li> <li>• Previous experience of teaching the IB MYP and DP is preferred, although outstanding candidates without prior IB experience will be considered;</li> <li>• Applicants with experience in teaching either/both Language Acquisition and/or Language and Literature will be considered;</li> <li>• Whilst experience teaching MYP and DP is an advantage, newly qualified teachers are also welcome to apply.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• An appreciation of the IB Philosophy is required; prior IB training is required before taking up post at minimum Category 1 level;</li> <li>• Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the school community;</li> <li>• Ability to work collaboratively;</li> <li>• Familiarity with various teaching resources including, where appropriate, digital tools to support and enhance teaching and learning;</li> <li>• Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain a cross cultural approach to work.</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• A willingness and commitment to contribute fully to the life of the pupils and school beyond the academic day, including active participation in the academic enrichment and co-curricular programmes.</li> </ul>