

### Job description

<b>Job title</b>	Teacher of Art	<b>Section/Department</b>	Primary and Secondary
<b>Division/School</b>	MCHK - School	<b>Service location</b>	Tai Po, New Territories
<b>Reporting line</b>	Headmaster	<b>Effective date</b>	Aug 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>The successful applicant must have the flexibility and experience to teach both the PYP and MYP. The ability to offer another subject in addition will be an advantage.</p> <p>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>Take responsibility for primary Art classes, supporting, nurturing and taking a genuine interest in the holistic development of all children in that class;</li> <li>Work closely with the PYP and MYP Coordinators, Head of Year, PYP and MYP colleagues to ensure the effective delivery of the PYP and MYP programmes and to design and implement a relevant, challenging and rigorous curriculum;</li> <li>Plan and deliver lessons, 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 pupil learning;</li> <li>Communicate effectively with pupils, parents and colleagues in a professional manner;</li> <li>Write formal reports on a termly basis;</li> <li>Provide appropriate pastoral support as and when necessary;</li> <li>Contribute to the school's House system;</li> <li>Attend Parents' Meetings, Open Mornings, Admissions Days and CPD as appropriate;</li> <li>Play an active role in the school's co-curricular programme; 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 Art, Fine Art or relevant subject area;</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 primary years education;</li> <li>• Previous experience of teaching the IB PYP is preferred, although outstanding candidates without prior IB experience will be considered.</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>