

## Job description

<b>Job title</b>	Teacher of Chinese	<b>Section/Department</b>	Primary
<b>Division/School</b>	MCHK - School	<b>Service location</b>	Tai Po, New Territories
<b>Reporting line</b>	Head of School	<b>Effective date</b>	August 2022

Roles and Responsibilities	
<b>Job Purpose</b>	<p>The postholder must have the experience to teach the PYP programme.</p> <p>As a Malvern College teacher the postholder 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 Chinese 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 Coordinators, Head of Year and PYP colleagues to ensure the effective delivery of the PYP 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;</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 Head of School or 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 Chinese;</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;</li> <li>• All staff employed by the College to teach PYP would be expected to hold a current IB training qualification, at minimum of Category 1 level, within the given subject area prior to taking up the position;</li> <li>• Residency in Hong Kong or holder of a work permit in Hong Kong;</li> <li>• Native level of Putonghua and fluent in English;</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>

