



## **Teacher of Mandarin Job Description**

**Responsible to: Director of Learning for Language Acquisition**

**Salary Range: Teachers' Main Pay Scale**

**Job Purpose:** to take a key role in building the International Academy of Greenwich into an exceptional school, by developing an exciting and challenging Mandarin curriculum, teaching consistently high quality and impactful lessons, and promoting excellent levels of academic development, attainment and wellbeing for all students at the International Academy of Greenwich.

### **Main Responsibilities:**

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Learning Area.
- To contribute to the Learning Area's improvement plan and its implementation
- To contribute to the whole school planning activities.
- To contribute to the Learning Area process of self review, evaluation and improvement planning activities.

### **Curriculum Provision:**

- To assist the Director of Learning Area in order to ensure that the curriculum area provides a range of teaching and learning which complements the school's strategic objectives.

### **Curriculum Development:**

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic commitment, purpose and intent.

### **Staff Development:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the appraisal review process.
- To ensure the effective/efficient deployment of classroom support.

- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Advisory Responsibilities**

- Complete the register accurately.
- Monitor attendance and punctuality, including following-up attendance and punctuality issues and concerns.
- Monitor standards of dress and personal appearance and address any issues as they arise.
- Escort groups to assembly and attend assembly.
- Be responsible for the coordination reports and other records.
- Respond to disciplinary problems as required, referring serious misconduct to the Director of Advisory as appropriate.
- Share information from the Director of Advisory to the tutor group in a prompt manner.
- Be available to meet parents as appropriate.
- Undertake activities that support learning in tutor periods.
- To have knowledge of the PSHE programme.
- To have knowledge of the SEN and PP students and their targets.

***To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.***

***International Academy of Greenwich reserves the right to modify the above contents in order to ensure the needs of the Academy and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role.***

***International Academy of Greenwich provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status.***

***This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***