



DOVER COURT
INTERNATIONAL SCHOOL
A NORD ANGLIA EDUCATION SCHOOL

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION	Dover Court International School Singapore
JOB TITLE	Primary Mandarin Supply Teacher
JOB PURPOSE	We are seeking to add to our pool of Mandarin Supply Cover Teachers. This role will cover sick and planned absences on a day to day basis in the Primary Mandarin Teaching Department
REPORTING TO	Head of Mandarin, Deputy Head of Primary, Head of Primary, Principal.
KEY RELATIONSHIPS	Head of Mandarin, Members of Mandarin Department, Deputy Head of Primary, Head of Primary, Principal.
SAFER PRACTICES	Dover Court International School Singapore is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Core Requirements of the Post

Teachers aspire to the highest standards of professionalism and will:

- Generate excitement and passion for learning in students and the wider school community;
- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students to be ambitious for themselves and others;
- Be committed to helping students progress;
- Be committed to high achievement for students of a wide range of language skills, learning dispositions and educational needs;
- Be relentless in the quest for excellence, using achievement and progress data, collaboration and professional learning to seek out and promote excellent teaching;
- Use technology in the classroom to enhance learning;
- Strive to develop the quality of students' personal and interpersonal skills;
- Contribute to school improvement in line with the school's strategic plan;
- Contribute to the development of a curriculum that reflects a concept-based inquiry approach to learning;

- Develop and deploy resources efficiently and effectively
- Promote the school mission and values and those of the NAE family of schools.

Areas of Responsibility and Key Tasks

Planning, Teaching and Learning

- Inspire students to be passionate, curious, excited learners.
- Set consistently high standards;
- Develop effective approaches to learning in students;
- Monitor, evaluating and developing teaching;
- Collaborate and plan effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Identify and support individual learning needs, liaising with EAL and Learning Support specialists when appropriate;
- Maintain high levels of behaviour that encourage learning through the development of positive relationships and a sense of belonging;
- Effectively promote home learning and co-curricular learning opportunities;
- Establish a purposeful and safe learning environment;
- Use technology to enhance and transform personalised learning opportunities.
- Formulate Chinese curriculum teaching and division plan of Chinese teachers
- Undertake regular assessment and evaluation of the quality of teaching by the Chinese teachers
- Stay up to date with pedagogical and curricular developments of Chinese education, and provide timely response strategies
- Ensure appropriate and strong Chinese cultural activities are provided for the school community

Tracking, Assessment, Recording, Reporting

- Make effective use of assessment to plan challenging learning opportunities for all students;
- Collect and use meaningful data to enhance teaching and learning;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to students, colleagues and parents.

Student Care and Guidance

- Establish a safe, purposeful learning environment for all students;
- Promote the progress and well-being of all students;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students and liaise with other staff.

Co-Curricular Activities

- Support the life of the school beyond the classroom;
- Cover a co-curricular activities if required;

PERSON SPECIFICATION

Qualifications/Training

Qualified to Bachelor's degree level or above.	Essential
Qualified Teacher Status.	Essential
Chinese Teaching qualifications	Essential

Experience

Proven track record with at least two years teaching experience.	Essential
Experience of being part of a highly successful department and school.	Desirable
Demonstrable evidence of innovating and adapting curricula to engage students and enable them to have a deep understanding.	Essential
Experience of working with the National Curriculum for England.	Desirable
Experience of the IPC, Concept Based Learning or Inquiry Based Learning	Desirable
Experience of working with children for whom English is an additional language.	Desirable
Experience of working with children with additional educational needs.	Desirable
Working in partnership with parents.	Essential

Skills

Excellent oral and written communication skills.	Essential
Ability to engage students and enable them to perform to a high standard.	Essential
Strong organisational skills.	Essential
Strong use of ICT for administration and teaching.	Essential

Personal Attributes

Passionate about education and young students.	Essential
Evidence of commitment to continuous professional learning and development.	Essential
Confident global citizen; culturally agile.	Desirable
Understand the complex and demanding environment of an international community.	Desirable

Other

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.	Essential
Compliance with Visa Requirements for working in Singapore.	Essential
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	Essential