MALVERN
COLLEGE HONG KONG
香港墨爾文國際學校

Job description

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

Roles and Responsibilities	
Job Purpose	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. This position will be expected to teach and support MYP and DP pupils as required. The successful applicant will, ideally, have the flexibility to teach Language and Literature and Language Acquisition. As a Malvern College teacher the successful applicant will play a full role in the school's curricular, co-curricular and pastoral programmes.
Main Academic Duties and Responsibilities	● Work closely with the MYP & DP Curriculum Co-ordinators and colleagues to ensure the effective delivery of the MYP & DP programmes and to design and implement a relevant, challenging and rigorous curriculum; ● Plan and deliver lessons in the relevant subject area, ensuring attention is given to appropriate differentiation; ● Contribute to collaborative learning at all levels of school life; ● Create inquiry-based classrooms that develop critical thinking skills, knowledge and a range of skills within an environment based on trust and respect; ● Select relevant resources and digital tools to support and enhance learning; ● Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupils' learning; ● Communicate effectively with pupils, parents and colleagues in a professional manner; ● Write personalised reports to inform parents of their son/daughter's progress; ● Provide appropriate pastoral support as and when necessary; ● Contribute to the school's Tutor and House systems as directed by the Head of Secondary; ● Attend Parents' Meetings, Open Mornings, Admissions Days and Professional Development as appropriate; ● Play an active role in the school's co-curricular programme; ● Play a full part in the school's admissions process including attending Saturday Admissions day(s) as required; and ● Assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.
Key Relationships	
Internal	● Pupils ● Headmaster and MCHK management team ● School's administrative and academic/teaching staff ● Human Resources team
External	● Parents ● External co-curricular partners as appropriate

Position Requirements	
Academic Requirements	● Minimum Bachelor's Degree in Chinese Language, Chinese Literature or relevant subject area; ● A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE).
Required Working Experience	● Minimum two years' teaching experience in secondary years education; ● Previous experience of teaching the IB MYP and DP is preferred, although outstanding candidates without prior IB experience will be considered.
Competencies	● An appreciation of the IB Philosophy is required; prior IB training is required before taking up post at minimum Category 1 level; ● Residency in Hong Kong or holder of work permit in Hong Kong; ● Native level of Putonghua and fluent in English; ● Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the school community; ● Ability to work collaboratively; ● Familiarity with various teaching resources including, where appropriate, digital tools to support and enhance teaching and learning; ● Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain a cross cultural approach to work.
Additional Requirements	● 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.