



**AIGLON**  
Switzerland

## Job Description

### **Teacher of Chinese Literature and Language (Maternity Cover)**

The school wishes to appoint, for beginning January 2020, a Teacher of Chinese Literature and Language (Maternity Cover). The ideal candidate for this position would be a native-level speaker of Mandarin, experienced in IB teaching, with a proven track record of achieving excellent IB results in A1 Literature and Language. Applications from candidates who offer a second teaching subject would be particularly well received. There is also the possibility of a residential position for the appropriately experienced candidate.

The Modern Language department consists of 20 full-time and part-time teachers. It is a busy, highly professional department, with an emphasis on teamwork and the sharing of good practice. As might be expected in a languages department in an international school, our main philosophical aim is to ensure diversity; to this end, we try to offer as wide a variety of languages as possible. The main languages on offer are French, German, Spanish and Italian, but we have students taking Arabic, Japanese, Mandarin, Dutch and Russian.

Mandarin is taught to native speakers in small groups throughout the school. There are also a number of students who choose to study Mandarin as an additional language.

The department is based in a well-resourced, designated languages centre, equipped with two computer suites for use as language laboratory and extended learning zone.

Effective: beginning January 2020  
Responsible to: Head of Modern Foreign Languages

*This job description is additional to the basic duties outlined in the Aiglon College contract of employment in accordance with the school's policies and guiding principles, and under the direction of the Head of School. A summary of the key accountabilities is included below.*

Teachers are expected to make a significant contribution to the ethos of Aiglon College. The expectation is that staff will be positive and contribute enthusiastically to the life and work of the school. Teachers are directly responsible to the relevant Head of Department for the successful management of their classes and for the development and performance of students. The points listed in the job description below identify the keys areas for which the teacher is responsible; additional responsibilities may arise from time to time at the reasonable request of the Head of School.

## **A - GUIDING PRINCIPLES and PROFESSIONAL STANDARDS**

- Carry out teaching duties and exercise responsibilities in line with the Guiding Principles of Aiglon College and the Guiding Principles for Learning.
- Treat all members of the community, colleagues and students, with respect and consideration. Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Read and adhere to the various policies of the school as expressed in the School Handbook and other agreed documentation, and support the ethos of the school by upholding the behaviour code, uniform regulations and other expectations.
- Take responsibility for own professional development (both pastoral and academic) and participate in staff training including the staff weekly inset programme, in line with the CPD programme of Aiglon College.
- Reflect on personal practices as well as the practices of the school with aim of continuous improvement and participation in appraisal and self-evaluation activities.
- Participate in the operation of school by attending various team and staff meetings such as departmental meetings as called by the Head of Department and full school meetings to discuss student progress.
- Undertake pastoral and other duties as prescribed within school policies.
- Ensure that all deadlines are met as published in the school calendar and as directed by the Head of Department/Director of Learning/Deputy Head/Head of School
- Undertake professional duties that may be reasonably assigned (e.g. cover and exam invigilation).
- Be proactive and take responsibility for matters relating to health and safety.
- Be actively involved in any co-curricular activities that the Head of School or Deputy Head/Director of Learning may reasonably request.

## **B – TEACHING and TUTORING**

- Teach up to an average of 21 academic lessons per week, in accordance with departmental schemes of work and programmes of study.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with Aiglon's programme of support for students with specific learning difficulties, as directed by the Head of Learning Support or the Director Learning.
- Take account of students' prior levels of attainment and baseline data and use these to set targets for future improvements.
- Set work for students absent from class for health disciplinary or co-curricular reasons.
- Where appropriate, prepare students thoroughly for public examinations including the marking and moderation coursework as required by the Head of Department or Director of Learning.
- Promote technology for learning.

- Maintain good discipline by adherence to the advice given to colleagues in the Studies Handbook and elsewhere, and by the Head of Department and Deputy Head/Director of Learning.
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in lessons and in the boarding environment.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work, in line with agreed school policies.
- If appropriate, tutor in an assigned Boarding House, exercising best practice in pastoral care and providing guidance and encouragement to students, as guided the Assistant Heads, the Senior Tutor and the Deputy Head.
- Make contact with tutees' parents as per tutor guidelines as outlined by the senior tutor
- Meet your tutees individually on a weekly basis
- If appropriate, act as a tutor in an assigned Boarding House, exercising best practice in pastoral care and providing guidance and encouragement to students, as directed by Houseparents and Deputy Heads. This will include the need to attend scheduled meetings at the Houseparents' or Deputy Heads' discretion and meet with students outside of formal meeting times;
- Assume House duties. At present, house duties usually involve the following, but these may be revised by the Head of School should circumstances so require:
  - a regular weekday lunchtime and evening duty
  - weekend duties on 1 in 3 weekends (approximately 10 or 11 per year)

## **C - ASSESSMENT, RECORDING & REPORTING**

- Maintain notes and plans of lessons undertaken and keep records of students' work.
- Mark, monitor and return student work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate and keep records of students' performance as required by the Departmental marking policy or the Deputy Heads.
- Complete student formative and summative assessments in line with policy and as specified in the published calendar, including the House feedback system.
- Be familiar with the college's procedures for identification and assessment of Special Educational Needs, E.A.L need and other Learning Support.
- Provide mark reading information and write detailed reports on students as per the College calendar.
- Attend parents' meetings as designated in the College calendar.

## **D - CO-CURRICULAR DUTIES**

- Contribute to the Activities and CAS programme on a weekly basis in consultation with the Activities and CAS Coordinator;
- Participate in the Expeditions programme, including the Winter and Summer Long Expeditions in consultation with the Head of Expeditions and Deputy Head. Participation in expeditions is encouraged for all staff, and appears on the weekend Duty Rota.
- Contribute to the annual Aiglon Discovery Trips (ADT) in consultation with the Deputy Head.

## Communication and Meetings

1. Attend staff, Department, parents' meetings and other meetings when required.
2. Support effective communication by forwarding documentation to the relevant staff.
3. Assist with the Department's contribution to the school marketing effort.
4. Preserve the good name of Aiglon College in all dealings with the wider public.

## Person Specification

A teacher is expected to:

1. *Demonstrate responsibility*, by motivating and enthusing staff and students, giving direction and showing initiative and drive, and demonstrating good judgement
2. *Work effectively with other people*, by treating people equally and with sensitivity, and developing good working relationships
3. *Get the job done*, by delivering what is required within deadlines and to the appropriate quality
4. *Manage resources effectively*, in particular demonstrating strong time management skills, but also effective management of equipment, ICT, information and accommodation
5. *Communicate clearly*, by getting across the message effectively, listening carefully and responding to feedback
6. *Look the part*, by maintaining a professional and business-like appearance.
7. *Foster a positive professional climate* through constructive, empowering behaviours and a positive mindset
8. *Act as a role model to students*, exemplifying a positive attitude in line with the school's Guiding Principles.

Job descriptions are not set in stone, and they are, over time, subject to change and amendment.

TMD - September 2019