

Mr. David Massiah - Headmaster

**Specialist Teacher / Coordinator – Mandarin Coordinator**

Line Manager – Head of Mandarin

A Mandarin teacher should be an adaptable and inspiring educator. He/She should be an excellent teacher, motivator and communicator and should provide a stimulating and well-organised learning environment for the students. He/She should be able to provide professional expertise, high quality teaching, make effective use of resources and ensure improved standards of achievement for all students.

**All staff at DCY are expected to possess a detailed knowledge of the College's safeguarding policy and understand how its principles guide everything we do in the school.**

**1. Knowledge and Skills.** He/She should:

- 1.1. Possess good communication skills and be willing to adapt to the demands of an international school.
- 1.2. Be willing to participate fully in a new Primary and Senior School and help to develop the team spirit within the school.
- 1.3. Satisfy student needs in academic and pastoral matters.
- 1.4. Be an excellent subject lead able to develop an inspiring native and non-native speaker curriculum and co-curricular programme, and lead a team to effectively deliver it.
- 1.5. Teach mixed culture and ability (Mandarin as a Foreign and First/Second Language) classes using a variety of styles to create appropriate learning opportunities for all students
- 1.6. Be familiar with the school's Mandarin curriculum, based on the Wo Hui scheme of work, as well as other curricula in this subject, as well as the IGCSE syllabus (if relevant)
- 1.7. Be an effective user of educational technology to support and enhance learning in Mandarin.
- 1.8. Be familiar with good practice in the teaching of Mandarin in an international school setting.
- 1.9. Possess an excellent level of language skills in both spoken and written Mandarin.
- 1.10. Be able to communicate fluently in English and possess the necessary English language skills to write reports.
- 1.11. Operate as an effective team member who listens to and respects the views and values of others, be they students, staff or parents.

**2. Responsibilities** – He/She should:

- 2.1. Be an effective, compassionate and caring teacher responsible for the planning, teaching and learning, assessment and pastoral well-being of the children in the class and school as a whole.
- 2.2. Teach up to an 80% timetable (24 hours) per week from Year 3 to Year 13; all teachers to be at school by 7.15am each day.

- 2.3. Remain at school until your timetabled lessons and activities have been completed; and a reasonable time thereafter to ensure the completion of your professional responsibilities
- 2.4. Ensure that the DCI learning principles and relevant reflective tools are used to assess student learning and provide the basis for effective feedback on their future performance.
- 2.5. Develop and implement Primary/Senior School policies and plans in the subject.
- 2.6. Liaise with the Early Years Team to ensure that Mandarin lessons support a continuous provision and inquiry led approach in the Foundation Stage.
- 2.7. Liaise with the Head of Mandarin and class teachers/form tutors at Star City to ensure effective delivery of the Mandarin curriculum.
- 2.8. Participate in and lead the design, development, implementation and review of the Mandarin curriculum and schemes of work in the Primary and Senior School.
- 2.9. Complete curriculum planning as required for the subject.
- 2.10. Participate in the design, development, implementation and review of assessment and reporting systems for Primary School and/or Senior School students in Mandarin.
- 2.11. Use a variety of different teaching styles that cater for the individual learning styles of each student.
- 2.12. Ensure the discipline and safety of assigned classes.
- 2.13. Be fully aware of the pastoral and medical needs of all children in your care; this involves reading each student's medical records and school file.
- 2.14. Maintain detailed records on each child's progress throughout the year using a range of assessment techniques.
- 2.15. Participate in weekly co-curricular activities.
- 2.16. Attend termly parent-teacher consultation meetings (Primary and Senior School) and to meet at other reasonable times when requested by a parent.
- 2.17. Write school reports highlighting each child's academic progress and achievement.
- 2.18. Participate in in-service training for staff.
- 2.19. Help select resources and manage them efficiently in the classroom.
- 2.20. Participate in regular Primary School/Senior School and department meetings – on average two meetings to attend per week.
- 2.21. Attend curriculum information meetings for parents - on average one per term, plus a welcome evening in Term 1.
- 2.22. Help organise Mandarin assemblies and cultural events (i.e. Chinese New Year).
- 2.23. Contribute to the development of a positive attitude between the College and the wider community through cooperative relations, publications, competitions etc.
- 2.24. Assist with the publication of the annual school Yearbook and contribute to the College magazine and weekly Newsletters as required.
- 2.25.

Signed.....Date.....

N.B. This job description is a guide to working at Dulwich College Yangon in the above-named post. The

Head and staff are required to show flexibility, co-operation and team work to amend any of the above responsibilities.