



Job Description 岗位责任说明书

I - Basic Information 岗位基本信息					
Job Title 岗位名称	Prep School Teacher 小学班主任	Job No. 岗位编号		Employee No. 员工编号	
Department 所属部门	Teaching Dept. 教学部	Supervisor 直接上级	Head of school 校长		
II - General Job Duty & Responsibility 岗位职责概述					
To support the philosophy and pedagogical approach used by the School and to become thoroughly familiar with the curriculum and its implementation. 支持学校的理念和教育方法，并完全熟悉课程及其实施。					
III - Specific Areas of Responsibility and Job Requirements 岗位具体职责范围及工作要求					
<ol style="list-style-type: none">To support the philosophy and pedagogical approach used by the School and to become thoroughly familiar with the curriculum associated with each assignment; 支持学校的理念和教育方法，充分熟悉每个教学任务相关的课程；To work and plan collaboratively with colleagues in the development of course outlines and curriculum units and to remain open-minded and be prepared to negotiate and compromise in order to reach desired group outcomes; 和其他同事配合工作一同设计课程大纲和课程标准，始终保持开明的心态，为最终达成团队期望的成果准备谈判和妥协；To develop and maintain a written outline for each course/subject/unit being taught including teaching strategies in accordance with the school's philosophy; 依照学校理念，为包括教学策略在内的每个课程/课题/标准开发出一个书面提纲并加以维护；To develop and maintain short and medium term planning; 开发并维护短期及中期教学计划；To shape instruction appropriately so that it effectively motivates, inspires and challenges students; 适当地进行指导并有效地激励、启发、考验学生；To demonstrate variety and flexibility with teaching strategies in order to address individual student needs and learning styles; 设计多样灵活的教学策略，以满足每个学生的需求和学习风格；To use a rich array of assessment tools and strategies that are aligned with the curriculum plan and pedagogical approach; 使用一系列与课程计划和教学方法一致的评估工具和策略；To evaluate all assessments in a timely manner and to provide constructive oral and/or written feedback to students; 及时进行教学评估，并为学生提供有建设性的口头和/或书面反馈意见；To maintain detailed and accurate assessment records; 详细准确地维护教学评估纪录；To prepare progress reports on each student at regular intervals as specified by the Head of School;					



按照学校总校长的要求，为每个学生定期准备进展报告；

11. To maintain and develop computer and technology skills for administrative and educational purposes appropriate to the curriculum needs of the students for whom the Teacher is accountable;

持续性地提升电脑和技术技能，以满足行政教学目的，并适合教学需要；

12. To ensure Teaching and Learning resources are sufficient to facilitate delivery of the curriculum, remaining in line with designated budgets, and are stored effectively and treated with care by staff and students.

确保教学资源能够充分支持课程开展，控制在预算内，且员工及学生能够正确使用同时妥善保存。

IV - Communication Relationship 沟通关系

Internal 内部沟通对象	1. Leadership Team 学校领导层 2. All School Staff 学校所有员工
External 外部沟通对象	Student and parents 学生和家

V - Position qualification requirements 岗位任职资格要求

Gender 性别要求	M/F 男/女	Age 年龄要求	25-55 years old 25-55 岁	Education 教育要求	Bachelor or above 本科及以上
Required & Preferred Qualifications & Experience 基本&优选资格&经验	1. Hold a university/college degree and a teaching qualification (i.e. Bachelor or Masters of Education, PGDE, PGCE). 持有大学学历及教师专业资格(即教育科学士或硕士、学位教师教学文凭、教育学研究生证书); 2. Have at least two years of relevant teaching experience. 至少两年相关的教学经验; 3. Have worked in International Schools (Preferred). 曾于国际学校任教过 (更佳); 4. Positive, caring, collaborative team-player with a passion for education. 积极的, 有爱心的, 合作的团队合作精神, 有对教育的热情; 5. Good skills in communication, organization and coordination, good compatibility and occupation manner. 具备良好的沟通、组织及协调能力, 具备亲和力和良好的职业礼仪。				

Signature 签署: _____ Date 日期: _____