

JOB DESCRIPTION AND PERSON SPECIFICATION

SUBJECT TEACHER

The Role

The Subject Teacher will report to the Head of Department. He/she will be responsible for contributing to the development of the subject at all levels throughout the school. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher, committed to flexible and varied styles of teaching and in sympathy with the aims and objectives of this bilingual school.

The post holder will be part of a team of specialist subject teachers, which is expected to grow in size considerably as student numbers increase. He/she will be closely involved in the development of the subject at all levels throughout the school.

Main duties and responsibilities include:

Teaching and Learning

- being actively involved in reviewing curriculum needs and, in consultation with the Head of Department, to select courses that are appropriate to the needs of our students;
- developing and managing courses and practical assessments in line with exam board specifications, including preparation of such and supervision of students during such assessments;
- attending regular subject meetings of subject staff at which curriculum planning, student progress, and teaching and learning needs are discussed and good practice can be shared;
- engaging in peer assessments of teaching as requested, sharing best-practice and being open to new ideas;
- taking part in the school's rota of duties such as corridor supervision, supervision of detention etc.;
- managing physical resources effectively;
- implementing the department's Health and Safety policy, including, in consultation with the Executive Principal, the development and updating of all relevant risk assessments;
- implementing departmental targets and producing a self-assessment report each year;
- ensuring that students hoping to study the subject or other related subjects at university are well-prepared, by participating in the continued development of an additional programme of study;
- providing predicted grades and comments to support university applications
- enriching the curriculum within the subject. This might mean inviting speakers to the school or taking students on external visits;
- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;

- evaluating and grading students' work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and as required;
- managing student behaviour in the classroom and on school premises;
- participating in regular departmental and relevant management meetings, INSET, school training events, observation and professional review in order to maximise the quality of teaching;
- writing regular, informative and individual reports on students;
- attending annual parents' evenings and any other required parental meeting;
- invigilate exams as required;
- supporting the schools' Marketing and Admissions teams as required, by for example writing and marking occasional entrance tests or attending student recruitment events;
- teaching a maximum of 24 lessons a week (co-curricular programme/ECA is not included)

Tutoring and Pastoral Care

- acting as Tutor to a group of students;
- promoting the general well-being of students and communicating with Heads of Grade and/or the appropriate Tutor;
- participating in and organising extracurricular activities as appropriate and as required by the Senior Management;
- to implement and conduct following the instruction of the tutor handbook;
- to meet with tutees with the aim of ensuring that tutees gain maximum benefit from that membership of the school;
- to be active in helping to ensure that the individuals' circumstances, needs, strengths, and areas for development are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised;
- to monitor the academic progress of tutees and to contact parents regularly on this. To take appropriate steps to create the framework for the achievement of tutees' full potential.
- to keep appropriate records of tutees' progress, wellbeing, health, emotional problems, achievements and conduct; regularly to check tutees planning and work schedules, to provide such reports and references as may be reasonably required;
- to promote participation in full and varied programme of co-curricular activities
- to actively contribute to the school's co-curricular programme, and to teach in maximum 2 lessons a week;

- to undertake an evening duty, after-class, Saturday test invigilation on rotation based on the requirement of the school;
- other tasks related assigned by the Line Manager;

This list is not intended to be exhaustive. The nature of teaching and of education is that change is likely, either externally prompted (for instance a government or exam board reform) or as a result of SCBS-based initiatives. The successful candidate should therefore expect to undertake any other reasonable duties for the further development of the subject within the school and of the school's academic ethos in general.

Qualifications:

- a high quality degree with relevant subject as the sole or major focus
- a formal teaching qualification
- at least two years' teaching experience

Requirements:

- Native level of English;
- Minimum two years' subject teaching experience and the capability of teaching the subject to all age groups 11-18;
- Ability to communicate in English with pupils, colleagues and parents, with support for interpretation into Chinese where necessary, 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 China and the willingness to develop and maintain a cross-cultural approach to work;
- 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;
- Experience of A-Level or IGCSE students will be beneficial.

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support school events as far as possible, and contribute to the broader life of the school.