



TEACHER OF CANTONESE & MANDARIN CHINESE

Application Pack

Contract: Zero Hours
Start date: September 2025
Closing date: Monday 30 June 2025

Early applications are advised as Concord College reserves the right to appoint at any stage during the application process

Welcome from the Principal

Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.



Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

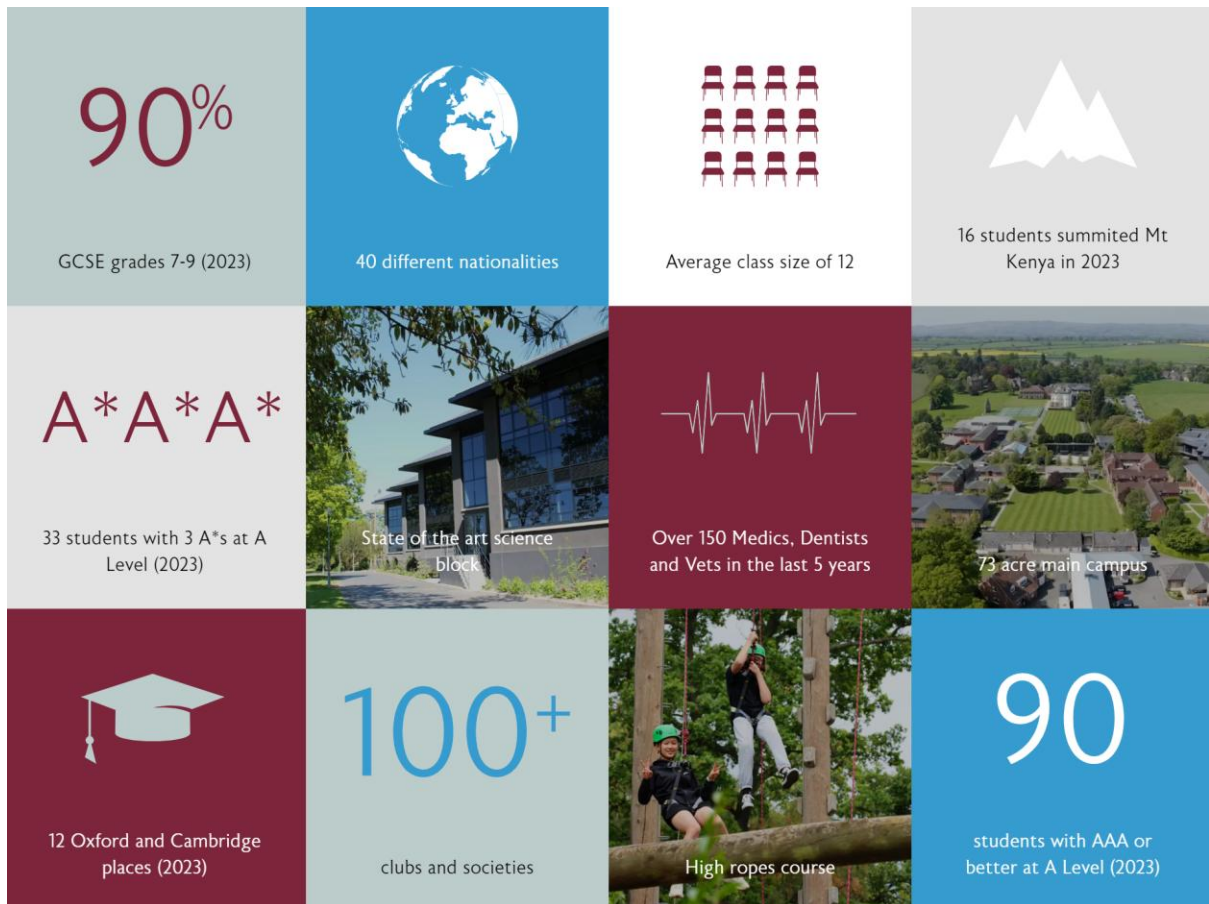
Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss *MPhys Hons. (Oxon.) FRAS*
Principal of Concord College

Introduction to Concord College

Concord College is a highly academic independent international school in England for boarding and day students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of kindness, rigour and creativity. Girls and boys between the ages of 13 and 18 enjoy fabulous facilities on our safe and beautiful 80-acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We take care to nurture the individuality of our students to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of our community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor in Sussex as a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder principals, the College was bought by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977 Concord accepted girls for the first time. The College became a charitable trust in 1983 and has expanded rapidly since. Now with about 600 students (and an almost perfect 50:50 girl:boy ratio), Concord boasts enviable facilities and utterly outstanding outcomes for its students.



“.. for bright sparks with drive and determination, there’s nowhere quite like it”

– Good Schools Guide

“Those who want to learn with a global outlook and an international community will be in heaven here.”

- Muddy Stilettos

About the role

Concord College is seeking to appoint a well-qualified and enthusiastic part-time Teacher of Cantonese and Mandarin Chinese.

The successful candidate will have the ability to teach Cantonese and Mandarin Chinese to both A-level and GCSE, principally to native speakers, but also to students with near-native fluency. Preparing the students for all aspects of A-level and GCSE examinations will be required and the post holder will also be required to act as teacher-examiner in conducting all speaking examinations. Preference will be given to applicants who are able to carry out the role in person, on site, although some online aspect to the role can be considered.

The MFL Department

The Head of Department leads a team of 3 full-time and 4 part-time teaching staff in the following languages – French, Spanish, German, Chinese and Russian.

Courses

The main foreign languages taught at Concord are French, German and Spanish, and all three languages are offered up to A level. All Form 3 (Year 9) entrants take French, German and Spanish, unless they need extra support in English. Students joining Concord in Form 4, wishing to take IGCSE French, German or Spanish are able to take these subjects as complete beginners.

Concord College is a multi-lingual community. Students are supported to take exams in their native languages such as Russian and Chinese. Near-native speakers in these languages are also given extra support when needed.

Students take the **Edexcel IGCSE** exam in French, German, Spanish, and Chinese; **AQA AS and A levels** in French, German and Spanish; and Edexcel A level Chinese and Russian.

Main duties and responsibilities

The key areas of responsibility for this role are:

- Preparing native and near-native students of Mandarin and Cantonese Chinese in all aspects of the A level Chinese examination
- conducting the Speaking Exams for A level Mandarin and Cantonese Chinese as a Teacher-Examiner;
- providing assessment of potential GCSE Chinese entrants; and guidance in the demands of the GCSE examination;
- providing native and near native speakers of Mandarin and Cantonese with individual preparation sessions ahead of the Speaking Exam element of the GCSE examination;
- conducting the Speaking Exams for GCSE Mandarin and Cantonese Chinese as a Teacher-Examiner;
- participating in meetings and training as required, including INSET and Safeguarding training;
- following college procedures and expectations with regard to college systems and reports-writing;
- complying with all exam board regulations with regard to the role as Teacher-Examiner for the Speaking Exams;
- undertaking training and CPD as required;
- being available to undertake the above-outlined duties outside of the school day as required, in particular in evening sessions for the A level teaching;
- thorough planning, preparation and clear presentation of lessons;

- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' course 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 as directed by the Head of Department;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and university entry papers as required;
- managing student behaviour in the classroom and on college premises;
- participating in regular departmental meetings, INSET, College training events, observation and professional review in order to maximise the quality of teaching;
- use of the iSAMS database;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with heads of houses, boarding parents and/or personal tutor responsible;
- commitment to engaging all students with their learning in the classroom and maintaining high expectations of student involvement;
- participating in and organising extracurricular activities as appropriate and as required by the Head of Department, the Concord Senior Team and the Principal.

General and College Responsibilities

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the College in relation to the postholder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

You should be willing to assist in other areas of work within the College which are within your skills and capabilities, as reasonably requested by your line manager.

Person Specification

In order to meet the high standards expected of staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities:

Education & Qualifications

- A high quality degree, ideally language related;
- a teaching qualification is preferred;
- general secondary education or equivalent;
- well-developed understanding of the English language;
- GCSE Maths and English

Experience & Knowledge

- The capability to teach Cantonese and Mandarin Chinese expertly and confidently to all age groups 13-18, being up-to-date in his/her subject;
- an ability to teach mixed classes of Cantonese and Mandarin speakers, and to go between the two languages with students with confidence and expertise;
- ability to teach Cantonese & Mandarin Chinese from GCSE through to A-level;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- good working knowledge of health and safety law and practices;
- effective and efficient administrative skills;

- the ability to work collaboratively and professionally with a wide range of people;
- ability to prioritise workload and work effectively under pressure to tight deadlines;
- high degree of common sense, adaptability and resourcefulness;
- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly;
- experience of working in a boarding school;
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

Personal attributes, skills and values

- Passionate advocate of their subject;
- honesty and integrity;
- tact and diplomacy;
- reliability;
- drive and energy;
- ability to deal in an appropriate manner with students and staff;
- flexibility in outlook in order to respond to the College's needs;
- generosity of spirit - the role is likely to require hard work and a professional attitude to the commitment required in a boarding school;
- willingness to take on further training to assist with other roles as required / needed by the college;
- self-motivated and enthusiastic;
- good organisational and interpersonal skills;
- ability to work as part of a team;
- ability to motivate and enthuse others;
- a clean driving licence.

Terms of appointment

Remuneration and benefits

We offer a competitive remuneration package.

Concord College employees are entitled to a complimentary lunch (when the kitchen is in operation), participation in a defined contribution pension scheme with employer contribution, an employee assistance programme, life assurance cover, a cash health plan, free parking, income protection and reduced school fees (subject to your child being awarded a place at Concord College).

Holidays

Annual entitlement to paid holiday will be equivalent to 5.6 working weeks per annum, including public holidays, on a pro-rata basis. Due to the nature of the business, some public holidays are classed as normal working days.

Hours of work

Hours for this role are variable.

Safeguarding and child protection

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's

central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the College's Safeguarding Policy.

Health and Safety

In accordance with the Health and Safety at Work Act etc. 1974 and associated legislation, all employees must comply with and assist the College in the implementation of its Health and Safety Policy. Employees must also adhere to any requirements arising from, or relating to, and relevant risk assessments. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Concord College is an equal opportunities employer. Employees must comply with the College's Equal Opportunities Policy and equality, diversity and inclusion practices in force and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Concord College are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the College's positive ethos and culture and must act in accordance with the College's Staff Code of Conduct.

Data Protection

All employees must comply with the College's Data Protection Policy and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

How to apply

Please complete an application form which can be obtained from our HR Department at recruitment@concordcollege.org.uk or call +44 1694 731631.

Application forms are also available on our website: <https://concordcollegeuk.com/about-us/working-at-concord/>

Please note CVs will only be accepted if submitted with a fully completed and detailed application form.

The closing date for applications is noon on **Monday 30 June 2025**.

If you are invited to interview, you will also be asked to provide documentation confirming your identity and qualifications and a search of your on-line social media presence may also be conducted as part of our due diligence checks.

There is no need to visit Concord College before applying as our website provides plenty of information, including key policies.

All applications will be acknowledged.

This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on the College website.

Concord College, Acton Burnell, Shrewsbury SY5 7PF

www.concordcollegeuk.com

Registered charity number 326279