

SECONDARY ENGLISH TEACHER JOB DESCRIPTION

LOCATION	NACIS Shanghai	
JOB PURPOSE	<p>Everything we do is connected to our vision to create a generation of resilient and creative global citizens, who will change our world for the better.</p> <p>By joining a Nord Anglia Education school as a Secondary English Teacher, you'll be responsible for planning, preparation, teaching, recording, assessment and reports meet the needs of the students and expectations of the school.</p> <p>To actively contribute to wider school development and growth.</p> <p>Demonstrate thorough curriculum knowledge and be flexible within the English department to teach different aspects of the curriculum.</p> <p>To work alongside other national and international teachers and develop the curriculum offering and future development of the subject within the school.</p>	
REPORTING TO	Head of Secondary English	
DIRECT REPORTS	None	
OTHER KEY RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Academic leadership team, English Teachers, Grade Leaders, Teaching Assistants 	<p>External:</p> <ul style="list-style-type: none"> ▪ Parents
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY		
<ul style="list-style-type: none"> ▪ Communicate with English team on a regular basis. ▪ Contribute to a culture of positive change and development. ▪ Set a good example for students and colleagues by supporting NACIS values and routines. ▪ Champion the English department within the school. ▪ Contribute to the wider school community by getting involved with charitable events, performances and ECAs ▪ Foster positive professional relationships with parents and colleagues. ▪ Promote the English department within the school and the local community. 		<ul style="list-style-type: none"> ▪ Positive feedback indicates a respected, collaborative and highly valued team member ▪ Documented evidence of role played in cross-curricular learning opportunities or whole school events
LEARNING AND TEACHING		
<ul style="list-style-type: none"> ▪ Ensure effective teaching and management of classes, groups and individuals so that objectives are met, progress 		<ul style="list-style-type: none"> ▪ Positive feedback from students and colleagues

<p>and challenge are maintained and the best use is made of teaching time.</p> <ul style="list-style-type: none"> ▪ Use teaching methods, which will engage stimulate students' intellectual curiosity, including the use of effective questioning, clear presentation and effective use of resources. ▪ Set high expectations for students' behaviour, establishing and maintaining a good standard of behaviour management in accordance with the rules and behaviour policy of the school. 	<ul style="list-style-type: none"> ▪ Good lesson observation reports ▪ Student progress clearly observed ▪ Positive parental feedback ▪ Observable good behaviour and wellbeing amongst the students you teach and mentor ▪ Attendance at departmental and form tutor meetings ▪ Good student attendance record ▪ Good retention of students
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PLANNING AND PREPARATION

<ul style="list-style-type: none"> ▪ Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the students. ▪ Set appropriate, yet challenging expectations for students' learning, building on prior attainment. ▪ Identify students who may require additional support and know where to get help in order to give positive and targeted support. 	<ul style="list-style-type: none"> ▪ Positive feedback from line manager confirms good organisation and maintenance of assessment systems ▪ Variety of assessment processes indicates sound grasp of learner needs, progress and intellectual development ▪ Regular planning with colleagues is recorded ▪ Classroom displays and lesson plans indicate awareness of IB learner profile attributes ▪ involvement in PBL and interdisciplinary learning evident
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ASSESSMENT AND EVALUATION

<ul style="list-style-type: none"> ▪ To assess student's achievements and progress in accordance with agreed policies and procedures. ▪ Implement formative assessment to evaluate how well learning objectives are/have been achieved and adapt future teaching and learning accordingly. ▪ Mark and monitor students' class and homework providing constructive oral and written feedback. 	<ul style="list-style-type: none"> ▪
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MANAGEMENT RESOURCES

<ul style="list-style-type: none"> ▪ Select appropriate resources to support learners in achieving teaching objectives. ▪ Ensure resources are managed appropriately both within classrooms and shared resource areas 	<ul style="list-style-type: none"> ▪
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EXTRA-CURRICULAR ACTIVITIES

<ul style="list-style-type: none"> ▪ Support the life of the school beyond the classroom. ▪ Lead one or more agreed after school activities each week. ▪ Participate in residential weeks and other trips as appropriate. ▪ Contribute to whole school learning initiatives. 	<ul style="list-style-type: none"> ▪
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PASTORAL DUTIES

<ul style="list-style-type: none"> ▪ Be a form tutor to an assigned group of students. ▪ Promote the general progress and well-being of students and of the Form Tutor Group as a whole. 	<ul style="list-style-type: none"> ▪
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- Liaise with the Grade Leader and Pastoral Leader to ensure the implementation of the school's pastoral system.
- Contribute to the preparation of Self-evaluation plans and Development Plans for your subject.
- Communicate, as appropriate, with parents.

PROFESSIONAL AND PERSONAL DEVELOPMENT

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| <ul style="list-style-type: none"> ▪ Seek continuous professional development through knowledge and skill-based courses, particularly through NAU ▪ Take part in and deliver departmental workshops ▪ Observe colleagues' lessons ▪ Be willing to skill-share ▪ Show initiative within the English department ▪ Show evidence of reading and theoretical underpinning of classroom practice ▪ Take on new challenges ▪ Be reflexive | <ul style="list-style-type: none"> ▪ Successful completion of training courses ▪ Documented evidence of participation in and contribution to departmental workshops ▪ PMPD targets indicate ambitious personal and professional goals |
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| <ul style="list-style-type: none"> ▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. ▪ Compliance with visa requirements for working in China. ▪ A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required. | <ul style="list-style-type: none"> ▪ |
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PERSONAL SPECIFICATIONS

- Qualified Teacher status with a minimum of three to four years teaching experience
- Experience of IB or Alevel teaching is preferred.
- English curriculum - Knowledgeable of world class curriculums including UK and International curriculums and associated assessment methods.
- A sound working knowledge of inter-disciplinary learning.
- Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies.
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Results orientated with the ability to consistently map efforts against identified KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.

PERSONAL ATTRIBUTES

As our teammate, here's what we expect:

- You're passionate about education – excellent teaching and learning mean the world to you
- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently

- Must be a team player, willing to help and be flexible
- Continually strive for improvement

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), the world's largest international schools organisation. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.