



康德学校

SHANGHAI CONCORD  
BILINGUAL SCHOOL  
PUXI | PUDONG

## JOB DESCRIPTION AND PERSON SPECIFICATION

### Form Tutor - English & Global Perspectives

#### The Role

We are seeking high-performing staff for our Primary School.

We seek passionate teachers with the vision, ambition and drive to contribute to our rapidly expanding Primary School. Outstanding interpersonal skills are a must, along with a desire to innovate and embrace the challenges and delights that will come with being part of an outstanding team. They need to possess excellent organisational and communication skills and be an enthusiastic, energetic and innovative teacher, who is committed to flexible and varied styles of teaching. All academic staff are expected to teach to the highest professional standards and support and uphold the ethos, aims and objectives of the School. We are a community which believes in mutual support and co-operation.

We welcome applications from qualified, experienced, committed teachers working in state and independent sectors in their own countries, as well as those working internationally.

#### Main duties and responsibilities to include:

##### Teaching and Learning

- Undertake the teaching work of designated courses, and conscientiously complete the teaching process of lesson preparation, teaching, homework, tutoring, and evaluation according to requirements with the co-teachers;
- Involved in the development of agreed schemes of work for all year groups;
- Attending regular meetings of Primary school staff at which curriculum planning, assessment and accurate data collection, pupil progress with necessary intervention and all teaching and learning needs are discussed, and where best practice is shared;
- Participating in regular school meetings, INSET, school training events, observation and professional review in order to maximise the quality of personal teaching;
- Collaborate intensively and daily with colleagues to design learning outcomes, monitor growth, and thoughtfully address individual student needs
- Participation in the development and monitoring of Primary School targets;
- Working with other Primary School teachers to engage in all subjects teaching activities;
- Organize and guide students to participate in various activities such as social practice and club activities;

| 和 HARMONY | 信 TRUST | 义 DECENCY |

上海康德双语实验学校  
SHANGHAI CONCORD BILINGUAL SCHOOL

上海市黄浦区瑞金南路385号(小学部)  
上海市黄浦区汝南街53号(中学部)  
电话: 021-53079916  
邮箱: Enquiries@concordschool.com.cn

上海浦东新区民办康德学校  
SHANGHAI CONCORD BILINGUAL SCHOOL

上海市浦东新区北蔡镇康恒路70号  
电话: 021-63186068  
邮箱: admissionspd@concordschool.com.cn

385 South Ruijin Rd, Huangpu District, Shanghai ( Primary School )  
53 Runan Street, Huangpu District, Shanghai ( Middle School & High School )

70 Kangheng Road, Beicai Town, Pudong New District, Shanghai



康德双语



浦东康德



康德学校

SHANGHAI CONCORD  
BILINGUAL SCHOOL  
PUXI | PUDONG

- Participate in subject research and training activities, study curriculum standards and teaching materials and methods
- Thorough planning, preparation and clear presentation of lessons with the co-teachers;
- Initiating, facilitating and moderating classroom discussions;
- Evaluating and grading pupils' work, giving appropriate feedback and maintaining records of pupils' progress and development;
- Researching new topic areas, maintaining up-to-date subject knowledge, and devising and developing new curriculum resources;
- Selecting and using a range of different learning resources and equipment;
- Cover lessons as requested by the line manager;
- Teaching a maximum of 24 lessons per week (co-curricular programme/ECA is not included );

### **Pastoral, Tutoring and classroom supervision**

- Managing pupil behaviour in the classroom and on school premises;
- Conduct moral education at designated tutor times and organize corresponding activities according to the semester moral education plan
- To keep appropriate records of students' progress, wellbeing, health, emotional problems, achievements and conduct;
- Participating in and organising extracurricular activities as appropriate and as required by Senior Management;
- Complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns;
- Promoting the general well-being of students and communicating with Heads of Grade/Housemaster;
- 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;
- Taking on the responsibilities of tutors and taking part in the school's rota of duties such as corridor supervision, classroom supervision during agreed break times, snack time, big recess and etc. ;
- Meeting students in the morning and sending students to the school gate at home time ;
- To actively contribute to the school's co-curricular programme;
- Maintain the class WeChat group and promptly follow up on parents' demands

| 和 HARMONY | 信 TRUST | 义 DECENCY |

上海康德双语实验学校  
SHANGHAI CONCORD BILINGUAL SCHOOL

上海市黄浦区瑞金南路385号(小学部)  
上海市黄浦区汝南街53号(中学部)  
电话: 021-53079916  
邮箱: Enquiries@concordschool.com.cn

上海浦东新区民办康德学校  
SHANGHAI CONCORD BILINGUAL SCHOOL

上海市浦东新区北蔡镇康恒路70号  
电话: 021-63186068  
邮箱: admissionspd@concordschool.com.cn

385 South Ruijin Rd, Huangpu District, Shang-  
hai ( Primary School )  
53 Runan Street, Huangpu District, Shanghai  
( Middle School & High School )

70 Kangheng Road, Beicai Town, Pudong New  
District, Shanghai



康德双语



浦东康德



康德学校

SHANGHAI CONCORD  
BILINGUAL SCHOOL  
PUXI | PUDONG

and feedback;

- Communicating with the class parents and as and when required or have regular meetings with parents to discuss academic and pastoral issues.

### Requirements

- Bachelor degree or above
- Holding an appropriate teaching qualification in primary education such as PRC teacher certificate or PGCE, QTS or equivalent;
- Have fluent English communication skills;
- A minimum two years' teaching experience in a primary school setting experience of teaching bilingual or international schools is an advantage;
- Passion for teaching and commitment to educating the whole child;
- The ability and aspiration to attain high standards;
- Excellent interpersonal skills, visible through their relations with children, colleagues, parents and other professionals;
- A positive and solution-focused attitude to working life;
- A clean police check and no question regarding suitability to work with children.

### 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.

| 和 HARMONY | 信 TRUST | 义 DEGENCY |

上海康德双语实验学校  
SHANGHAI CONCORD BILINGUAL SCHOOL

上海市黄浦区瑞金南路385号(小学部)  
上海市黄浦区汝南街53号(中学部)  
电话: 021-53079916  
邮箱: Enquiries@concordschool.com.cn

上海浦东新区民办康德学校  
SHANGHAI CONCORD BILINGUAL SCHOOL

上海市浦东新区北蔡镇康恒路70号  
电话: 021-63186068  
邮箱: admissionspd@concordschool.com.cn

385 South Ruijin Rd, Huangpu District, Shang-  
hai ( Primary School )  
53 Runan Street, Huangpu District, Shanghai  
( Middle School & High School )

70 Kangheng Road, Beicai Town, Pudong New  
District, Shanghai



康德双语



浦东康德