

Job Description

Job title	Teacher (Seniors)	Department	Senior School
Division/School	MCHK - School	Service location	Tai Po, New Territories
Reporting line	Head of Department	Effective date	August 2026

Roles and Responsibilities

Job Purpose	The successful candidate will be expected to teach and support the International Baccalaureate Middle Years Programme (MYP) and/or the International Baccalaureate Diploma Programme (DP) pupils as required within their Department. As a Malvern College teacher, the postholder will play a full role in the school's curricular, co-curricular and pastoral programmes.
Main Duties and Responsibilities	• Demonstrate passion for the subject and strive to engender the same in pupils; • Plan and deliver lessons that inspire, motivate and challenge pupils while ensuring that they are fully prepared for assessment tasks and are able to make the progress expected of them; • Ensure that pupils have an excellent understanding of the content outlined in departmental curriculum plans, and are able to apply it effectively; • Build stretch and challenge as well as appropriate support into teaching in order to meet the needs of the pupils in your classroom; • Work with the department to develop and use a variety of formative and summative appropriate assessment tasks, providing timely and effective feedback that enhances pupils' learning and informs teaching; • Create and maintain an engaging, exciting classroom environment that encourages discussion, debate and collaboration between pupils; • Create inquiry-based classrooms that develop knowledge, critical thinking skills, and a range of skills within an environment based on trust and respect; • Select relevant resources and digital tools to support and enhance learning; • Communicate effectively with pupils, parents and colleagues in a professional manner; Write personalised reports to inform parents of their son/daughter's progress; Provide appropriate pastoral support as and when necessary; • Assess, record and report on the attainment, effort and conduct of pupils in line with School and departmental assessment policies and procedures. • Assist in the development of departmental schemes of work and resources. • Maintain accurate records of pupil attendance through the School's attendance system.
Pastoral	• Contribute to the school's Tutor and House systems; • As tutor, lead on the academic tracking and support of pupils in your tutor group; • Develop strong relationships with pupils, providing guidance and support in both academic and pastoral matters. • Maintain positive relationships with parents with a focus on supporting their child(ren)'s academic and personal development.

Safeguarding	- Abide by the School safeguarding policy and keep abreast of any changes; - Have regard for, and promote, the safeguarding of pupils' wellbeing, maintaining awareness of cultural differences and related matters when dealing with pupils.
Co-curricular	- Lead or support at least one CCA for one Semester; - Play an active role in the school's co-curricular programme.
Other	- Attend Parents' Meetings and Professional Development as appropriate. - Attend the annual Saturday events of Culturama/Ledder and Christmas Fair; - Play a full part in the school's admissions process, including attending the annual Saturday Admissions day(s) and the annual Saturday Open Day. - Carry out supervision duties as per published duty rotas; - Maintain high levels of professionalism and conduct, acting as a positive role model for pupils; - Abide by the expectations laid out in the Staff Code of Conduct; - Assist with any other duties, tasks or jobs as may be reasonably requested by the Head of Seniors or Headmaster.

Key Relationships	
Internal	- Pupils - Head of Department and the departmental teaching team - Headmaster, Head of Seniors and SLT - The school's wider administrative and academic/teaching staff - Human Resources team
External	- Parents - External co-curricular partners as appropriate

Position Requirements	
Academic Requirements	- A Bachelor's Degree in a relevant subject area from a well-regarded university; - A recognised teaching qualification (e.g. B.Ed., PGCE).
Required Working Experience	- Ideally, two years' teaching experience in secondary years education; - Experience of teaching the IB MYP and/or DP is preferred, although outstanding candidates without prior IB experience will be considered. - Experience working in a leading international or independent school is desirable.
Competencies	- An appreciation of the IB philosophy and a willingness to engage in IB training; - Ability to communicate with pupils, colleagues and parents, 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 Hong Kong and the willingness to develop and maintain a cross-cultural approach to work.
Additional Requirements	A willingness and commitment to contribute fully to the life of the pupils and school beyond the academic day, including active participation in academic enrichment and co-curricular programmes.