



康德学校

SHANGHAI CONCORD
BILINGUAL SCHOOL
PUXI | PUDONG

JOB DESCRIPTION AND PERSON SPECIFICATION

PRIMARY CLASSROOM TEACHER, SHANGHAI

The Role

We are seeking high-performing staff for our Primary School, commencing from August 2024.

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

- Reviewing curriculum needs and, in consultation with other staff and the Senior Management, choose courses that are appropriate to the needs of our Primary pupils;
- 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;
- Participation in professional review interviews and regular lesson observations as agreed within the Director of International Curriculum/Principal;
- Participation in the development and monitoring of Primary School targets;
- Working with other Primary School teachers to develop policies and to ensure that existing policies are implemented effectively and are in line with the directives of the PRC and the regional education authorities of the Huangpu district;
- Enriching the curriculum for Primary Pupils by ensuring that there is a varied and exciting programme of extra- curricular activities;
- Thorough planning, preparation and clear presentation of lessons;
- Initiating, facilitating and moderating classroom discussions;

| 和 HARMONY | 信 TRUST | 义 DECENCY |

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

上海浦东新区民办康德学校
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

- 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 20 lessons per week (cover lessons are included);

Tutoring and classroom supervision

- Managing pupil behaviour in the classroom and on school premises;
- Participating in regular school meetings, INSET, school training events, observation and professional review in order to maximise the quality of personal teaching;
- Writing regular, informative and individual reports on pupils;
- Promoting the general well-being of pupils and communicating with the personal tutor responsible;
- 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;
- Taking on the responsibilities of tutors, including 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 ;
- Teaching or class supervision during the tutor time every morning;
- Communicating with the class parents and as and when required or have regular meetings with parents to discuss academic and pastoral issues.

Requirements

- A minimum two years' teaching experience in a primary school setting;
- Experience of overseas teaching or of teaching international pupils is an advantage;
- A native English speaker;
- 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;

| 和 HARMONY | 信 TRUST | 义 DECENCY |

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

上海浦东新区民办康德学校
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

- A track record of exceptional pastoral care and be able to prioritise the happiness and wellbeing of all students;
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background;
- A positive and solution-focused attitude to working life;
- Previous experience working with students for whom English is not their first language;
- A clean police check and no question regarding suitability to work with children.

The following would be advantageous:

- Recent and consistent involvement in extra-curricular activities;
- Familiarity and/or recent experience with the UK National Curriculum.

Qualifications:

- Appropriate degree and teaching qualification in primary education, such as B.Ed. or P.G.C.E., giving QTS or equivalent.

Hours of Work

Shanghai Concord staff 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. The standard working day is 8:00 – 16:30, Monday to Friday.

Remuneration and Benefits

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Relocation allowance, accommodation allowance, annual performance bonus, annual completion bonus, health insurance and annual flights to and from the home country are included in the benefits package.

The school normally offers a three-year contract

| 和 HARMONY | 信 TRUST | 义 DECENCY |

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

上海浦东新区民办康德学校
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