

Job description

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

Roles and Responsibilities

Job Purpose	This position will be expected to teach and support MYP and DP pupils Spanish Language Acquisition and Spanish <i>Ab Initio</i> as required within the language department. As a Malvern College teacher the postholder will play a full role in the school's curricular, co-curricular and pastoral programmes.
Main Academic Duties and Responsibilities	<p>Work closely with the IB Curriculum Co-ordinators and colleagues to ensure the effective delivery of the MYP and DP programmes and to design and implement a relevant, challenging and rigorous curriculum;</p> <p>Plan and deliver lessons in the relevant subject area(s), ensuring attention is given to appropriate differentiation;</p> <p>Contribute to collaborative learning at all levels of school life;</p> <p>Create inquiry-based classrooms that develop critical thinking skills, knowledge and a range of skills within an environment based on trust and respect;</p> <p>Select relevant resources and digital tools to support and enhance learning;</p> <p>Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupils' learning;</p> <p>Communicate effectively with pupils, parents and colleagues in a professional manner;</p> <p>Write personalised reports to inform parents of their son/daughter's progress;</p> <p>Provide appropriate pastoral support as and when necessary;</p> <p>Contribute to the school's Tutor and House systems as directed by the Head of Seniors;</p> <p>Attend Parents' Meetings, Open Mornings, Admissions Days and Professional Development as appropriate;</p> <p>Play an active role in the school's co-curricular programme;</p> <p>Play a full part in the school's admissions process including attending Saturday Admissions day(s) as required; and</p> <p>Assist with any other duties, tasks or jobs as may be reasonably requested by the Head of School or Headmaster.</p>

Key Relationships

Internal	<ul style="list-style-type: none"> • Pupils • Headmaster and MCHK management team • School's administrative and academic/teaching staff • Human Resources team
External	<ul style="list-style-type: none"> • Parents • External co-curricular partners as appropriate

Position Requirements	
Academic Requirements	Minimum Bachelor's Degree in Spanish or relevant subject; A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE).
Required Working Experience	Suitable for NQT Ideally, two years' teaching experience in secondary years education; An ability to teach English (Language Acquisition) or other relevant subject is preferred; Previous experience of teaching the IB MYP and/or DP is preferred, although outstanding candidates without prior IB experience will be considered; Applicants with experience in teaching Language Acquisition and/or Language and Literature will be considered;
Competencies	An appreciation of the IB Philosophy is required; All staff employed by the College to teach MYP or DP would be expected to hold a current IB training qualification, at minimum of Category 1 level, within the given subject area prior to taking up the position; 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 the academic enrichment and co-curricular programmes.