



上海浦东新区民办惠立学校
HUILI SCHOOL SHANGHAI

POSITION: English Teacher Key Stage 3

ABOUT US

Huili School Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Huili identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.



Basic Information

JOB TITLE	English Teacher KS3	DEPARTMENT	Academic
LOCATION	Shanghai	POSITION TYPE	Full-time
SUPERVISOR	Department Head, Head of School		
ANNUAL LEAVES	According to School Calendar		

KEY RESPONSIBILITIES:

Teaching and Learning

- Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care.
- Make all pupils aware of the school vision, values and identity, and display them in an innovative and informative fashion in the classroom and adjacent corridors.
- Undertake class management as a class teacher.
- Complete teaching plans on time and to a high standard.
- Teach English lessons independently.
- Participate in curriculum meetings and pastoral meetings with international and Chinese teachers. Contribute ideas during discussions.
- Assess regularly the pupils' work by means of formative and formal semester/half-semester assessments, as directed by the Head of English and the Head of Junior High. Communicate with the Head of English regarding any student whose progress or behaviour gives cause for concern.
- Monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression.
- Participate fully in the Staff Appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. Submit books, records or planning as required for monitoring by colleagues or the Head of English.
- Be involved in developing, implementing and monitoring all school policies regarding English, and to assist in the necessary documentation pertaining to the subject, where required by the Head of English.

- Assist with the resourcing of English, and work with the Head of English in drawing up the annual order.
- Apply consistently and diligently the rules of the school in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all pupils. To ensure that pupils know, understand and follow the school rules.
- Provide opportunities for the community to be involved in pupils' and setting success.

Home-School communication

- Make parents feel welcome and build good relationship with parents.
- Introduce information regarding to English curriculum.
- Collect information of pupils' interests and growth from parents.
- Stimulate pupils' study by making use of parents' strength.
- Provide consultations and support to parents' enquiries.
- Share pupils' information provided by parents with other teachers.
- Communicate with parents on a regular basis, as directed by the Head of English and the Head of Junior High.
- Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals in English.
- Report to the parents in the form of regular written reports, and when may be additionally required by the Head of Junior High.

Professional Integrity

- Be positive and build good relationship with colleagues.
- Complete tasks on time.
- Provide cover for absent colleagues as and when deemed necessary by the Head of Junior High.
- Play a full role in the weekly co-curricular activities programme.
- Make a significant contribution to school assemblies, WeChat articles and newsletters, and by so doing highlight the work carried out by pupils in the subject.
- Promote an ethos of equality and equal opportunities for all pupils within the setting.
- Protect privacy of pupils, pupils' families and colleagues.
- Maintain the highest standards of care, child protection and safeguarding at all times.
- Emphasize the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the school and the curriculum. Communicate to the pupils that they must

take a responsible attitude to equipment and materials, with which they have been provided, and that they will be punished and possibly charged for damage inflicted upon school property.

- Carry out duties as required and timetabled by the Head of Junior High. This will include playtime supervision, lunchtime supervision and after-school supervision.
- Maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. Act always in a way that conforms to the school ethos and values and is in the best interests of the pupils.
- Set high expectations and standards for the achievement of pupils and your personal performance.
- Contribute as fully as possible to the annual calendar of school events, in whatever way possible.

Professional Development

- Be familiar with the recent development of IGCSE and IB English teaching theory and practice.
- Improve yourself through continuous study and be willing to try new ideas.
- Be willing to accept others' good ideas and share your opinions.
- Frequently reflection on your work and share your experience with an international teaching partner and other colleagues.
- Support the School Development Plan generally and in so far as it relates to English.
- Attend and participate fully in School Staff Development.
- Attend staff meetings and briefings as and when required by the Head of Junior High and the Head of English.

JOB QUALIFICATIONS

BASIC QUALIFICATION	<ul style="list-style-type: none"> • Holder of Bachelor Degree, teaching certificate • An English based qualification • Support Huili Value
EXPERIENCE	A minimum of 3 years class teaching experience at Key Stage 3 level
EXPERTISE	<ul style="list-style-type: none"> • Knowledge of English language and literature teaching
PREFERRED APTITUDES	<ul style="list-style-type: none"> • Be able to assess pupils' interests, needs and developments • Be able to develop curriculum • Open, proactive, patient and caring • International and bilingual school working experience is preferred • Cross-cultural working experience is preferred