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Leadership for a better world

JOB DESCRIPTION (ACADEMIC)

I. Job Information 职位信息

Job Title: 职位:	Kindergarten Mandarin Coordinator (HGZ Campus based) 幼儿园中文协调员 (何各庄校区)
Department: 部门:	LS Mandarin 小学中文部
Line Manager's Job Title: 部门经理的职务:	Head of LS Mandarin 小学中文部主管

I. Job Specification 工作要求

Job Purpose: 工作目标: <p>Working with the Head of Department, Director of China Studies, the Head of EY and other LS/EY academic leaders to maintain high academic standards within their subject area in the work of aligning the EYFS and Key Stage One with key Chinese language development targets according to the Chinese National Curriculum Guidelines. To ensure that students are supported in their learning journey through Early Years to Year 1 and to set the highest expectations for student achievement and development of meaningful and appropriate learning in Mandarin.</p> <p>工作目标: 配合部门主管、中国课程总监、学前 (EY) 校长和其他小学/学前学术领导, 根据中国国家课程标准调整英国国家早期教育纲要 (EYFS) 和关键阶段 1, 使其与中文语言发展目标相符, 以在学科领域内保持较高的教学水平。确保学生从学前到 1 年级的学习过程中得到支持, 并为学生的成绩和有意义的适当中文学习发展设定最高的期望值</p>	
Key areas of accountability 关键责任范围	Main duties & responsibilities 主要职责



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<ul style="list-style-type: none"> • General 一般责任 	<ul style="list-style-type: none"> - Lead by example in all professional matters ensuring that all students observe matters such as dress, punctuality and attendance - 在所有专业事务中以身作则，确保所有学生遵守着装、守时和出勤等要求 - Actively establish good relations with parents and visitors to the school - 积极与家长和学校访客建立良好的关系 - Take a fair and appropriate share of departmental duties and co-ordinate EY and Year 1 Chinese curricular and extra-curricular work by sharing responsibility for the quality of teaching and learning, pupil progress, effective use of resources in liaison with the Head of Department, Head of EY and Head of City Campus - 合理适当地分担部门职责，协调学前和 1 年级中文课程和课外工作，配合部门主管、学前校长和城市校区校长，分担教学质量、学生进步、有效利用资源等方面的责任 - Help identify students of concern and implement action plans to support student development - 帮助确定需要关注的学生并实施行动计划，以促进学生的进步 - Collaborate, cooperate and support colleagues, in achieving the school and departmental priorities and targets, and monitor the progress towards meeting them. - 协同、配合和支持同事，以完成学校和部门的优先事项和目标，并监督实现这些目标的进展情况 - Ensure appropriate evaluation are undertaken across Early Years to Year 1 as directed by the Head of Department in consultation with Head of EY/Head of City Campus. - 确保按照部门主管指示，并与学前校长/城市校区校长协商，对学前至 1 年级学生进行适当的评估 - Meet regularly with Head of Early Years and Head of LS Mandarin to be updated with all new information - 定期与学前校长和小学中文主管会面，以掌握所有最新动态 - Ensure EY and Year 1 Mandarin curriculum documents, agenda and meeting minutes are uploaded to SharePoint on time - 确保学前和 1 年级的中文课程文件、议程和会议记录被及时上传到门户网站点 SharePoint
<ul style="list-style-type: none"> • Curriculum Matters 课程事项 	<ul style="list-style-type: none"> • Curriculum Development 课程开发 <ul style="list-style-type: none"> a. Lead the design of curriculum and development of teaching materials to maintain alignment of Mandarin teaching and learning with requirements of EYFS based Harrow Curriculum and Chinese National Kindergarten Curriculum, while preparing students with development of language awareness and skills in alignment with future study of the National Curriculum and Harrow LS curriculum 领导课程设计和教材开发，保持中文教学与基于 EYFS 的哈罗课程和中国国家幼儿园课程的要求相一致，同时培养学生的语言意识和技能，以满足国



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家课程和哈罗小学课程的未来学习要求

- b. Review and refine Curriculum map, Schemes of Work, lesson plans and teaching resources, learning environments with a focus on Early Years Chinese language development at HBJ for both native and non-native students, based on Learning and Development Guide for Children Aged 3 to 6 and in reference to the Chinese National Curriculum for Primary students

根据《3-6岁儿童学习与发展指南》并参考中国国家小学生课程，审查和完善课程地图、工作计划、课程计划和教学资源、学习环境，重点关注本土和非本土学生在哈罗北京学校的早期汉语发展

- c. Coordinate curriculum development matters between EY and Year 1 Mandarin teachers, including teachers at the City Campus in order to ensure smooth transition from EY to Primary for both native and non-native students.

在学前和1年级中文教师（包括城市校区的教师）之间协调课程开发事宜，以确保本土和非本土学生从学前到小学的顺利过渡

- d. Provide resources and materials to support staff in accomplishing program goals

提供资源和材料，以支持员工实现项目目标

- Teaching and Learning 教学

- a. Ensure the Chinese curriculum for EY and Year 1 is properly delivered in a manner that challenges and interests students and is appropriate to their needs and skill-levels

确保学前和1年级的中文课程能够挑战学生潜能、激发学生兴趣，并符合学生需求和能力水平

- b. Take responsibility for curriculum delivery and associated resources in a manner consistent with LS, especially EY and departmental teaching and learning policies and procedures

负责课程安排和相关资源，工作方式符合小学教学政策及程序，特别是学前及部门的教学政策及程序

- c. Support mandarin teachers to provide classroom teaching and learning experiences which align to the Year Level topic focus and themes as appropriate) as well as some alignment in the use of classroom resources.

支持中文教师提供与年级话题焦点和主题（如适用）相符的课堂教学体验，以及在课堂资源使用方面保持一定程度的一致性

- d. Act as a role model of good classroom practice for other teachers

在良好课堂实践方面担当其他教师的楷模

- e. Work with the appropriate year level teachers to ensure alignment of pedagogical approaches and student experience in Mandarin teaching with the teaching of the EYFS and Y1.

与相应年级的教师合作，以确保在中文教学中的教学方法和学生体验与

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EYFS 和 1 年级的教学保持一致

- **Assessments and Learning Outcomes 评价和学习成果**
 - a. **Implement an ongoing formative assessment programme related to Schemes of Work and associated learning objectives**
执行正在进行的与工作计划及相关学习目标有关的形成性评价计划
 - b. **Remain up-to-date and duly formulate policies in response to any new developments in regard to EYFS and Early Years programmes at both local and national level**
保持了解最新动态并合理制定政策，以应对本地和国家层面与 EYFS 和学前计划有关的任何新动向
 - c. **Implement procedures and lead the process to identify student needs at all grade levels, including review of student data and evaluation of students.**
执行程序并负责整个过程，以确定所有年级的学生需求，包括审查学生数据和评估学生
 - d. **Design and deliver proper assessment activities in assessing student's language development at early years**
设计并安排适当的评价活动，以评价学生在学前阶段的语言发展水平；
 - e. **Maintain legible, verifiable, accurate, comprehensive, defensible and fair records of evaluation, where applicable**
保持清晰、准确、全面、公正、可验证、经得起推敲的评估记录（如适用）
 - f. **Write reports on student performance for internal and external use as required.**
根据需要编写学生表现报告，供内部和外部使用
 - g. **Assist the Head of Department with the proof-reading of student reports.**
协助部门主管校对学生报告



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<ul style="list-style-type: none">• Welfare and Discipline Matters 福利和纪律事项	<ul style="list-style-type: none">- Write and maintain relevant records for individual student files and write reports- 编写和维护学生个人档案的相关记录并编写报告- Communicate and consult with parents- 负责个人发展（PD）辅导课程- Participate in, and document, meetings for any of the purposes above.- 参与并记录与任何上述目的有关的会议- Follow Harrow Beijing policies with regard to the health and safety of students both on and off the school premises when students are under the school's jurisdiction- 当学生在学校管辖范围内时，遵守哈罗北京学校与学生校内外健康和有关的安全政策- Take a pastoral interest in students in curriculum and extra-curricular activities and around the school environs so that they feel noticed, valued and cared for- 关注学生的课程和课外活动以及学校周边的环境，让他们感受到被关注、重视和关爱
<ul style="list-style-type: none">• Strategic Direction and Shaping the Future 战略方向和塑造未来	<ul style="list-style-type: none">- Lead and develop, with the Head of Department, the strategic planning and direction of the Early Years Chinese curriculum for both native and non-native students- 与部门主管一起领导和制定本土和非本土学生学前中文课程的战略规划和方向- Work with the Head of Department and the Lower school management team to create and implement strategic plans for the development of the curriculum- 配合部门主管和小学管理团队，制定和实施课程开发的战略规划- Review and update key curriculum plans and teaching schemes with the Head of Department- 与部门主管一起审查和更新关键课程计划和教学方案



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| <ul style="list-style-type: none">• Professional Development
职业发展 | <ul style="list-style-type: none">- Participate in school-wide or EY focused CPD initiatives- 参加年度专业绩效考核- Participate in the annual Professional Performance Review- 参与全校范围的或聚焦学前的持续职业发展（CPD）计划- Seek CPD opportunities that may arise from the appraisal process, including those of relevance to the role- 参与全校范围的或聚焦学前的持续职业发展（CPD）计划- Seek advice from line managers with regard to professional development and career paths- 就职业发展和职业道路寻求部门经理的建议- Take responsibility for some areas that may be reviewed in a full school audit- 负责一些可能在学校全面审计中审核的领域- Take a leading role in departmental CPD and peer observation, especially at EY and Year 1 levels- 在部门 CPD 和互助听课中发挥引导作用，特别是在学前和 1 年级学段- Assist the Head of Department to induct, support and monitor new Mandarin staff in EY and Year 1 on both campuses.- 协助部门主管引进、支持和监督两个校区的学前和 1 年级新中文教职员工 |
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<ul style="list-style-type: none"> Additional Key Responsibilities 其他关键责任 	<ul style="list-style-type: none"> Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes (with and for the Head of Department) 参加旨在分享学校顺利运行和成功提供其课程所需信息的会议（配合部门主管） Take responsibility for mentoring new teachers, as well as supporting all colleagues 负责指导新教师，以及支持其他同事 Communicate/liaise with the Head of Department in order to move the department forward 与部门主管沟通/联络，以推动部门发展 Support the raising of student attainment by assisting in the analysis of student development data and key evaluation progress 通过协助分析学生成绩数据和关键考试进步情况，促进学生成绩的提高 Compile budget and cost estimates as directed by the Head of Department based on departmental strategic goals and development plans 按照部门主管的指示，根据部门战略目标和 development 计划编制预算和成本估算 Assist or lead the planning and delivery of learning activities in the subject area 协助或负责规划并组织学科领域的学术活动 Assist with the selection and purchase of supplement equipment and supplies for the program 协助挑选和购买项目的补充设备和用品 Comply with any reasonable requests from the line manager to undertake work of a similar level that is not specified in this job description 服从部门经理的任何合理要求，承担本工作描述中未规定的类似级别的工作
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Key Relationships: 关键关系:

Internal 内部

- Head of Department, Director of China Studies, LS Director of Studies, AH Chinese Curriculum and Culture, Head of Lower School, Head of EY, Head of City Campus, EY class teachers and support teachers
部门主管、中国教研主任、小学教务长、副校长（中国文化与课程）、小学校长、学前校长、城市校区校长、学前班主任和配班老师

External 外部

Parents and other educational providers as required
家长和其他教育提供方（如需要）

Other important features or requirements of the job: 该职位的其他重要特征和要求:

- Work closely with the Head of Department to ensure effective implementation of the School and department's strategic plan and to take a role in that process
与学术领导团队密切合作，确保学校战略计划的有效实施，并在此过程中发挥作用
- Attendance at camps, expeditions, parent information evenings, community events
参加露营、探险、家长信息交流会和社区活动
- Representing the school at official functions as and when requested by the Head of Harrow Beijing



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应校长的要求，代表学校出席官方活动

- Proactively manage the transition between EY and Pre-prep for both students and parents
积极主动地管理学生和家从学前到预科的过渡
- Teaching load as required and specified by Head of Lower School
按照中学校长的要求和规定承担教学任务
- Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision
促进哈罗总体愿景的制定，并确保学生、教职员和家都理解和认同这一愿景
- Be available to advise staff and individual students, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that students' progress is maintained in an effective way
为教职员和学生个人提供建议，确保尽可能满足每个人的个人需求，使他们超越其潜能，并有效地保持学生的进步
- Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment
哈罗北京学校致力于维护和促进儿童和青少年福祉，并期望所有教职员和相关人士分担这一承诺

II. Person Specification 个人要求

	Essential 基本要求	Desirable 期望
Behaviours 行为	<ul style="list-style-type: none"> • Be a role model for Harrow Staff Code of Conduct. 成为哈罗员工行为准则的楷模 • Be highly motivated, ambitious and collaborative. 积极主动、雄心勃勃和富有协作精神 • Have high levels of honesty and integrity in aspects of their role. 对其角色保持高度忠诚和诚信 • Demonstrate empathy, humility and genuinely care about staff, taking the time to listen and motivate them. 富有同理心、谦逊和真正关心员工，耐心倾听他们的心声并激励他们 • Committed to safeguarding and to promoting the welfare of children and young people. • 致力于维护和促进儿童和青少年福祉 • Ensure a secure, stimulating and well-managed learning environment that promotes a sense of safety, support and wellbeing. • 确保提供安全、活跃、有序的学习环境，提升安全感、支持感和幸福感 	<ul style="list-style-type: none"> • Have an appreciation of their own culture as well as openness to the perspectives and beliefs of people from different countries, cultures, religions and languages. 对自己的文化具有欣赏力，并对来自不同国家、文化、宗教和语言的人的观点和信仰持开放态度 • Recognise the importance of developing our students to be ethical global citizens. 认识到培养我们的学生成为有道德的全球公民的重要性



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<p>Skills and Knowledge 技能和知识</p>	<ul style="list-style-type: none"> • Demonstrate skills that lead to improvement of attainment and success within the school. 具有在校内提高成绩和获得成功所需的技能 • Have excellent organizational skills. 具有优秀的组织能力 • Demonstrates the ability to manage change and work under pressure within those changing circumstances. 具有管理变化和在变化的环境中抗压工作的能力 • Have excellent communication skills along with the ability to listen and understand. 具有优秀的沟通技能以及倾听和理解能力 • Demonstrates good coaching skills within a team environment. 具有在团队环境中的良好指导技能 • Has the ability to contribute to the positive management of student behaviour. 具有促进学生行为积极管理的能力 • Has the ability to inspire both adults and young students. 具有激发成人和青少年学生潜力的能力 • Demonstrates outstanding interpersonal skills and the ability to relate well to a wide range of people. 具有出色的人际交往技能和与各种人士建立良好关系的能力 	<ul style="list-style-type: none"> • Show evidence of establishing clear goals and objectives for students which led to significant improvements in achievement across the subject. 有证据显示为学生制定明确的目标和目的，从而显著提高了整个学科的成绩
<p>Experience 经验</p>	<ul style="list-style-type: none"> • Minimum 5 years' experience in teaching native EY students in a bi-lingual setting or multi-lingual 至少 5 年在双语或多语环境中教授本土学前学生的经验 • Demonstrated experience in inspiring students in a stimulating learning environment 在激励性学习环境中激励学生的实证经验 • Demonstrated experience of using ICT to promote learning 在激励性学习环境中激励学生的实证经验 • Ability to analyse student data to support student achievement • 使用信息和通信技术（ICT）促进教学的实证经验 • Strong commitment to supporting all aspects of our programme, especially through participating actively in the extra-curricular activities and contributing to 	<ul style="list-style-type: none"> • Familiarity with the Learning and Development Guide for Children aged 3 to 6, especially its language components. 熟悉《3-6 岁儿童学习与发展指南》，尤其是语言部分内容 • Familiarity with EYFS and play based learning. 熟悉《英国国家早期教育纲要》（EYFS）和寓教于乐 • Previous teaching experience in local kindergartens. 曾在本地幼儿园任教



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	<p>the life of the school community.</p> <ul style="list-style-type: none">大力支持我们计划的各个方面，特别是通过积极参与课外活动和促进学校社区生活	<ul style="list-style-type: none">Previous experience in an international school and familiarity with the British education system 曾在国际学校任教并熟悉英国教育体系。
Qualifications 资历	<ul style="list-style-type: none">Bachelor's degree in Early Years Education or equivalent. 学前教育学士学位或同等学力；Early Years teaching qualifications or equivalent. 学前教师资格证同等证书	<ul style="list-style-type: none">Play based learning qualification or experience a plus 有寓教于乐的资历或经验者优先