

Job description

Job title	Teacher of English (Language & Literature)	Section/Department	Secondary (MYP & DP)
Division/School	MCHK - School	Service location	Tai Po, New Territories
Reporting line	Headmaster	Effective date	August 2021

Roles and Responsibilities	
Job Purpose	<p>Malvern College Hong Kong is an authorised IB PYP and MYP school and is a candidate school for the Diploma programme. MCHK currently has 800 pupils in Prep 1 to Hundred (Years 1-11). In August 2021, we expect to be close to 1000 pupils and look forward to welcoming our first Sixth Form Cohort.</p> <p>This position will be expected to teach and support MYP and DP pupils as required. As a Malvern College teacher the successful applicant will play a full role in the school's curricular, co-curricular and pastoral programmes.</p>
Main Academic Duties and Responsibilities	<ul style="list-style-type: none"> • Work closely with the MYP & DP Curriculum Co-ordinators and colleagues to ensure the effective delivery of the MYP & DP programmes and to design and implement a relevant, challenging and rigorous curriculum; • Plan and deliver lessons in the relevant subject area, ensuring attention is given to appropriate differentiation; • Contribute to collaborative learning at all levels of school life; • Create inquiry-based classrooms that develop critical thinking skills, knowledge and a range of skills within an environment based on trust and respect; • Select relevant resources and digital tools to support and enhance learning; • Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupils' 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; • Contribute to the school's Tutor and House systems as directed by the Head of Secondary; • Attend Parents' Meetings, Open Mornings, Admissions Days and Professional Development as appropriate; • Play an active role in the school's co-curricular programme; and • Assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.
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	<ul style="list-style-type: none"> ● Minimum Bachelor's Degree in English; ● A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE).
Required Working Experience	<ul style="list-style-type: none"> ● Minimum two years' teaching experience in secondary years education; ● Previous experience of teaching the IB MYP and DP is preferred, although outstanding candidates without prior IB experience will be considered.
Competencies	<ul style="list-style-type: none"> ● An appreciation of the IB Philosophy is required; prior IB training is required before taking up post at minimum Category 1 level; ● 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	<ul style="list-style-type: none"> ● 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.