

## SECONDARY PRODUCT DESIGN AND ENGINEERING TEACHER JOB DESCRIPTION

<b>LOCATION</b>	Dalian American International School, Dalian, China
<b>JOB PURPOSE</b>	To provide stimulating lessons that provide opportunities for all students to learn and make good progress
<b>REPORTING TO</b>	Secondary Principal
<b>DIRECT REPORTS</b>	Head of Department
<b>OTHER KEY RELATIONSHIP</b>	TA, EAL support

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>Promote high standards of work amongst the students</li> <li>Contribute to the improvement of the department</li> <li>Fully support the school's Child Protection Policy and know the reporting procedures to follow in case of a child protection issue</li> </ul>	<ul style="list-style-type: none"> <li>Students are safe, comfortable and ready to learn</li> </ul>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>Teach according to the needs of the students in the class</li> <li>Share good practice with other colleagues</li> <li>Provide students with appropriate information that allows them to know where they are and what they need to do to improve</li> <li>Provide assessment data as required by the department and whole school for tracking</li> <li>Contact parents on academic matters, including follow up on reports, parent conferences etc.</li> <li>Liaise with Head of Department to contribute to an annual requisition</li> <li>Manage discipline issues that occur in the classroom</li> <li>Liaise with Learning Support Department and/or EAL Department regarding any students causing concern, initiate remedial action</li> <li>Maintain good quality display in classrooms and public areas which relate to the student learning</li> <li>Offer engaging extracurricular opportunities that meet the needs of the students</li> <li>Provide occasional cover for absent colleagues</li> <li>Supervise children on break and lunch duty</li> <li>Supervise examinations</li> <li>Be responsible for personal health and safety and know how to report Health and Safety concerns</li> </ul>	<ul style="list-style-type: none"> <li>Delivery of lessons that always aim to be outstanding and meet or exceed curriculum requirements</li> <li>Student attainment meets or exceeds targets</li> <li>Work scrutiny shows clear progression of students' work and a clear dialogue of feedback</li> <li>Parents feel part of the learning process</li> <li>The teacher plays an active part in a wide range of the life of the school, both in and out of the classroom</li> <li>The school operates in a safe and organised manner</li> </ul>
<b>Planning and Preparation</b>	

<ul style="list-style-type: none"> <li>• Demonstrate an excellent ability to plan</li> <li>• Prepare lessons and sequences of lessons with clear objectives to ensure successful learning by all students</li> <li>• Set consistently high expectations for students in their class and homework</li> <li>• Plan lessons to ensure it builds on the current and previous achievement of students</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of lessons that always aim to be outstanding and meet or exceed curriculum requirements</li> </ul>
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>• Continual development through the identification and implementation of your own Personal Development Plan</li> <li>• Play a full part in internal and external PD opportunities including whole school and divisional staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Improved performance appraisal</li> <li>• Personal Development Plan</li> </ul>
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>• Possess a degree plus a teaching qualification in Career and Technical Education (or related field)</li> <li>• Minimum of two years classroom experience</li> <li>• Excellent classroom practice</li> <li>• Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organisation, differentiation and learning strategies</li> <li>• Proven ability to develop good personal relationships within a team</li> <li>• Integrate technology into the classroom experience to enhance and extend the learning of students</li> <li>• Successfully teach students using technology in a virtual/hybrid environment</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience teaching English Language Learners</li> <li>• Teaching experience in standards-based curriculum, instruction and assessment</li> <li>• Training in Design Thinking</li> <li>• Experience with collaboration and co-teaching with an English as an Additional Language specialist</li> </ul>	Desirable
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• High levels of personal integrity</li> <li>• Conscientious and able to focus on completing work to a consistently high standard</li> <li>• Flexible and positive approach to work</li> <li>• Excellent organisational and time-management skills; high attention to detail</li> <li>• Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>• Adaptable to working in a fast paced ever changing environment</li> <li>• Ability to work under pressure and remain calm</li> <li>• Proactive and willingness to take on multiple tasks</li> <li>• Self-motivated and enthusiastic</li> <li>• Ability to work independently</li> <li>• Must be a team player, willing to help and be flexible</li> <li>• Continually strive for improvement</li> </ul>	

- Be humble, kind, and gracious in interactions with colleagues, students, and parents

#### Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK
- Compliance with visa requirements for working in China
- A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required

#### PHILOSOPHY AND VALUES

**We are ambitious for our students, our people and our family of schools.**  
**We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.
- Student wellbeing should be valued and nurtured

#### The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

#### Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Be a positive role-model of our educational values each day
- Feedback as a valued member of the team and the wider organisation

