

JOB DESCRIPTION: Secondary School Teacher (Mandarin)

PURPOSE:	To play a major role under the auspices of the Trustees and under the overall direction of the Principal.
RESPONSIBLE TO:	Principal
WORKING TIME:	Full time

Summary of Responsibilities

Job Purpose:

- To be accountable for the standards of teaching and learning and pupil progress.

MAIN DUTIES

- To deliver the curriculum in accordance with the School's timetable
- To keep up to date with developments in the curriculum and in teaching practice methodology
- To develop the use of ICT to support and enhance teaching and learning
- To exercise professional skills and judgement
- To impact on the educational progress of all pupils in the school
- To work with others to ensure the most appropriate links are made to ensure that the curriculum meets the individual students' needs
- To maintain accurate records of all assessments and feedback of all students

Teaching and learning

- Ensure thorough understanding about learning objectives, understand the sequence of teaching and learning in all subjects and communicate this to students.
- Select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement in line with school policy.
- Analysis of results and assessment data.

Other professional requirements

- Establish and maintain effective working relationships with professional colleagues and other teachers to develop cross curricular links and creative approaches to learning.
- Establish effective relationships with parents and inform them of developments and practices relating to the teaching of the curriculum.
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Undertake any other duty as specified by Principal not mentioned in the above.

Other Specific Duties:

- Any other duties as required by the Principal

Person Specification – Secondary School Teacher

Person Specification

A. Qualifications and Experience

- Qualified Teacher Status (QTS) or equivalent
- Degree, or equivalent, in specialist subject or a related subject
- A proven track record of outstanding teaching
- At least 5 years' teaching experience
- Experience and familiarity with International Education essential
- Experience of teaching iGCSE would be an advantage
- Experience of teaching IMYC would be an advantage
- Evidence of appropriate in-service training

B. Knowledge, Understanding, Skills and Abilities

- A clear and proven commitment to the ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the school
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education in the International Sector
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT

C. Leadership/Personal Qualities

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach