



JOB DESCRIPTION AND PERSON SPECIFICATION

TEACHER OF MATHEMATICS

Starting Date: August 2020

Introduction

Shanghai Concord Bilingual School (SCBS) is the first bilingual private school in the Huangpu District. The school enjoys the full support of the Party Committee and the Huangpu District Government and adheres to the educational policies stipulated by the Huangpu District Education Bureau, but within an internationalised context.

The school is located in the Huangpu District in the heart of Shanghai, in one of the most thriving, international and cultural areas of the city. It is our intention to provide an outstanding education for both local and international students, preparing them to be the leaders of tomorrow, confident and honest, socially engaged and creative.

There is a strong and proud association with Concord College UK and SCBS intends to emulate its longstanding tradition in holistic education. Concord alumni have gained entrance to the finest universities around the world including Oxford, Cambridge, Imperial College and London School of Economics. SCBS mirrors the educational beliefs and practices of Concord College UK and is aiming to obtain similar outstanding results. It also embraces its core values of harmony, trust and decency and is building these values into the work and life of the school.

All academic staff are expected to teach to the highest professional standards and support and uphold the ethos, aims and objectives of the School. Teachers at SCBS are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest qualities. Staff are to be in sympathy with the ethos of the School, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the School.

The Role

The Mathematics Teacher will report to the Head of Mathematics, Senior Management and the Executive Principal. He/she will be responsible for contributing to the development of that subject at all levels throughout the school. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher, committed to flexible and varied styles of teaching and in sympathy with the aims and objectives of the school.

The post holder will be part of a team of specialist subject teachers, which is expected to grow in size considerably as student numbers increase. He/she will be closely involved in the development of Mathematics at all levels throughout the school. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher willing to contribute strongly to the department

and who is committed to flexible and varied styles of teaching and in sympathy with the aims and objectives of the school.

Main duties and responsibilities to include:

- being actively involved in reviewing curriculum needs and, in consultation with the Head of Economics, to select courses that are appropriate to the needs of our students;
- developing and managing coursework and practical assessments in line with exam board specifications, including preparation of such and supervision of students during such assessments;
- attending regular subject meetings of Economics staff at which curriculum planning, student progress, and teaching and learning needs are discussed and good practice can be shared;
- managing physical resources effectively;
- implementing the department's Health and Safety policy, including, in consultation with the Head of Economics, the development and updating of all relevant risk assessments;
- implementing departmental targets and producing a self-assessment report each year;
- ensuring that students hoping to study Economics at university are well prepared, by participating in the continued development of an additional programme of study.
- enriching the curriculum within the subject – this might mean inviting speakers to the school or taking students on external visits;
- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and as required;
- managing student behaviour in the classroom and on school premises;
- participating in regular departmental meetings, INSET, school training events, observation and professional review in order to maximise the quality of teaching;
- acting as personal tutor to a group of students as directed by the Vice Principal;
- effectively using the school database;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with Heads of Grade and/or students personal tutor responsible;
- participating in and organising extracurricular activities as appropriate and as required by Senior Management;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

This list is not intended to be exhaustive. The nature of teaching and of education is that change is likely, either externally prompted (for instance a government or exam board reform) or as a result of SCBS-based initiatives. The successful candidate should therefore expect to undertake any other reasonable duties for the further development of the subject within the school and of the school's academic ethos in general.

Qualifications:

- a high quality degree with Mathematics as the sole or major focus
- a formal teaching qualification
- at least two years teaching experience

Requirements:

- Native level of English
- Minimum two years' Mathematics teaching experience and the capability of teaching Mathematics to all age groups 11-18. Experience of A-Level or EAL students will be beneficial.
- 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 China and the willingness to develop and maintain a cross cultural approach to work
- 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

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible, and contribute to the broader life of the school.

Remuneration and Benefits

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Relocation allowance, accommodation allowances, annual performance bonus, annual completion bonus, health insurance and annual flights to and from the home country are included in the benefits package.

The school normally offers a three-year contract.

Induction of New Staff

There is a thorough induction programme for new staff. The main staff induction will take place just prior to the start of the new academic year in mid-August 2020.

Courses

In September 2020 we will have students in Grades 6-9 in the Middle School and Grades 10-12 in the High School. The youngest students follow the compulsory Chinese Curriculum alongside intensive English and bilingual extension courses. This will lead to IGCSE Mathematics and IGCSE Additional Mathematics for some students. After Grade 10 students can opt for the standard A-Level over two years (Grade 11-12) or A-Level Further Maths. The Further Maths group will complete the Standard A-Level in the first year and then complete the Further Maths units in Grade 12.

Post of Responsivities

There are further opportunities within the school for 2020/2021 for candidates to take on the following posts:

- 1, SENDCO.
- 2, Exams Officer
- 3, E-learning Coordinator
- 4, University & Careers Counsellor

For each post of responsibility, the school will offer full training, but hopes the applicant will have some relevant experience. A reduced timetable plus post-of-responsibility allowance will be offered.