



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **PRIMARY SCHOOL CLASSROOM TEACHER**

**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 pupils, 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 pupils 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 Primary School is in the process of relocation to purposed-built site, 10 minutes' walk away from the main school. From 2020-2021, the Primary School will have 4 grades, from G1 to G4, around 300 pupils.

#### **The Role**

The Primary School classroom teachers will report directly to the International Head of Primary Section and in turn to the Executive Principal of Shanghai Concord.

The successful candidate will be expected to combine the ethos and culture of Concord College, UK within the framework of the Chinese education system. This will require an awareness of and sensitivity towards cultural differences. Experience of teaching overseas pupils is therefore a considerable advantage.

The post holder will join the Primary School in the third year of the school's history. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher, 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:**

- reviewing curriculum needs and, in consultation with other staff and the Senior Management, choose courses that are appropriate to the needs of our Primary pupils;
- Involved in the development of agreed schemes of work for all year groups 1-5;
- Attending regular meetings of Primary school staff at which curriculum planning, pupil progress, and teaching and learning needs should be discussed and good practice can be shared;
- Participation in professional review interviews and regular lesson observations as agreed within the Primary Head and Principal;
- Participating in the development and monitoring of Primary School targets;
- working with other Primary School teachers to develop policies and to ensure that existing policies are implemented effectively and are in line with the directives of the PRC and the regional education authorities of the Huangpu district;
- enriching the curriculum for Primary Pupils by ensuring that there is a varied and exciting programme of extra- curricular activities;
- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading pupils' work, giving appropriate feedback and maintaining records of pupils' 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;
- managing pupil behaviour in the classroom and on school premises;
- participating in regular school meetings, INSET, school training events, observation and professional review in order to maximise the quality of personal teaching;
- participating in the use of the school database within the Primary School;
- writing regular, informative and individual reports on pupils;
- promoting the general well-being of pupils and communicating with the 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 local or national government or school board reform) or as a result of School-based initiatives. The successful candidate should therefore expect to undertake any other reasonable duties for the further development of the Primary School and of the school ethos in general.

**Qualifications:**

- a high quality degree with Primary Education as the sole or major focus
- a formal teaching qualification with at least 2 years teaching experience

- experience of overseas teaching or of teaching international pupils an advantage

### **Requirements:**

- the capability and experience of teaching expertly and confidently within the primary age range, especially lower primary grades;
- a willingness to accommodate the needs of pupils with a variety of linguistic ability is essential;
- confidence in IT and being able to pick up new procedures and routines quickly; particularly in respect of the WCBS database and the anticipated development of the VLE;
- effective and efficient administrative skills.

### **Hours of Work**

Shanghai Concord staff 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 school 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.