



JOB DESCRIPTION AND PERSON SPECIFICATION

TEACHER OF BIOLOGY

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 Biology Teacher will report to the Director of Studies. 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 science teachers, currently, which is expected to grow in size considerably as student numbers increase. He/she will be closely involved in the development of Biology 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 include:

- Being actively involved in reviewing curriculum needs and, in consultation with the Director of Studies, choose courses that are appropriate to the needs of our students;
- attending regular subject meetings of Science staff at which curriculum planning, student progress and teaching and learning needs are discussed and good practice shared;
- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- encouraging the development of good written and spoken English;
- evaluating and grading course work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and contributing to the development of new curriculum materials as required;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and university entry papers 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 process in order to maximise the quality of teaching;
- acting as personal tutor to a group of students as directed by the Vice Principal;
- using the school database effectively;
- supervising and, so far as is practicable, teaching any students whose teacher is not available to teach them;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with Head of Grade and/or the students personal tutor or senior management as required;
- participating in and organising extracurricular activities as appropriate and as required by the 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 Biology as the sole or major focus
- a formal teaching qualification
- at least two years teaching experience

Requirements:

- the capability of teaching Biology expertly and confidently to all age groups 11-18, being up-to-date in his/her subject;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds 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;
- the ability and willingness to contribute to the teaching of another science subject will be an advantage;
- the ability to contribute to the extra-curricular life of the College is essential;

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 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.

THE SCIENCE DEPARTMENT

Staff

The Science Department is a growing and well qualified team of seven teachers. Over the coming years it is planned for the school to grow rapidly and this is an exciting opportunity for a forward looking and energetic teacher. In 2020 we expect that there will be ten or more science teachers.

Members of the Department will be expected to work as a team when preparing materials and to share in the setting of tests for the regular monitoring programme, which will then be used as common assessments. Each individual teacher will be assisted to maximise the quality of their teaching. Regular departmental meetings, INSET, lesson observations and professional reviews will all be developed to form part of this process.

Facilities

There is a strong tradition of Science teaching at Concord College in the UK and it is anticipated that this will also be the case in Shanghai. Science teaching will take place within dedicated science laboratories. All classrooms and laboratories are equipped with a data projector and whiteboard. Two experienced laboratory

technicians will service the needs of the whole department. However, in 2024 it is intended that the college will relocate to a purpose built site in the same district of Shanghai. The science teachers will be directly involved and consulted in the development of the new school's laboratories and the facilities required.

Courses

In 2020/21, the school will have full cohorts in years 6 through 9 and smaller cohorts in high school (10 through 12). The new student intake for the 2020/21 academic year will be into both year 6 and 10.

The youngest students follow the compulsory Chinese curriculum, alongside intensive English and bilingual extension courses. It is intended that this will lead to IGCSE courses in Year 9 and 10. The Year 11 students will begin a two year A level course. In Concord College UK, many students apply to study at top universities in the UK and USA, with several going to Oxbridge each year. It is our aim that the students at SCBS will aspire to and reach the same exceptional standard.

Science courses at present follow KS3, IGCSE and AS/A Level curricula.

The science team holds STEM clubs for students in years 6 through 8 and it is hoped that these offerings will continue to expand as the science team grows.

Post of Responsibilities

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.