



JOB DESCRIPTION AND PERSON SPECIFICATION

TEACHER OF ENGLISH

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

English teachers report to the Director of English and Communication, Senior Management and ultimately the Executive Principal.

The English teacher 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 students is therefore a considerable advantage.

The post holder will be part of a team of specialist subject teachers, a team which is expected to grow rapidly as the size of the school develops. He/she will work closely with others in the department to develop the subject at all levels throughout the school. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher who can contribute effectively to the development of 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 Head of English, choose courses that are appropriate to the needs of our students;
- attending regular subject meetings of English 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;
- delivering the English Speaking Board (ESB) course for 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 developing and writing 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 college 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;
- 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 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:

- Minimum Bachelor's Degree
- A recognised teaching qualification for the required age range (e.g. B.Ed., Trinity Cert TESOL, CELTA, PGCE)

Requirements:

- Native level of English;
- Minimum two years' English teaching experience and the capability of teaching English to all age groups 11-18;
- 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;
- Experience teaching, or a good working knowledge of, English IGCSE is preferred;

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest 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 college.

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 leads to IGCSE courses in Grade 10. The Grade 11 students will begin two-year A-level courses in their chosen subjects at the same time as continuing an intensive course in English to prepare them for IELTS. 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 and reach the same exceptional standard.

The successful applicant will be involved in the delivery of courses appropriate to the needs of the students, (KET, PET, IGCSE English as a Second Language) which will fully prepare them for the challenge of IGCSE and A level as they move through the school. Preparation of IELTS for university application will be essential in the senior years.

In order to improve students' spoken English skills, it is anticipated that the successful candidate will also be actively involved in English Speaking Board exams which are available in Shanghai. This course forms an important aspect of our work in developing student confidence in spoken English. It is also expected that the department will run a wide range of extra-curricular activities (public speaking, creative writing events, theatre visits, debating etc.) to maximise the exposure to all forms of the English language and any candidate would be expected to contribute fully to this provision.

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.