

Chinese Language and Literature Teachers of Primary, Junior and Middle Schools

[Grades 1-9]

Outline

The Chinese language and literature teacher reports to the Chinese Head, the Heads of Section and ultimately to the Executive Principal.

All teachers have shared responsibility for smooth daily running of the Primary School as an entity - and for maintaining the general ethos, routine and pedagogy in line with the King's School – as directed by the Chinese Head, Heads of Section and the Founding Executive Principal.

In so doing, they should:

- ensure that the School's rules and policies are maintained
- attend School meetings and public events
- support co-curricular events and activities

Safeguarding, Student Welfare and Pastoral Care

All teachers:

- must ensure that they are fully aware of policies and practices with regard to safeguarding and student welfare
- must ensure that they adhere to the published systems
- must be role models to all students at all times

Responsibilities

1. Responsible for teaching Chinese language and literature courses, implementing school teaching standards and regulatory requirements initially in Grades 1-6, but ultimately also in 7-9, as directed by school management.
2. Provide evidence of termly, half-termly and weekly planning of lessons to meet the needs of the students.
3. Be prepared to differentiate teaching levels according to students' age and ability, teach students

according to their aptitude, patiently guide and encourage exploration.

4. Set students homework according to school policy.
5. Monitor behaviour, relationships and social development of the students in the class.
6. Assistance with the After-School Clubs (shared responsibility).
7. Participate in the Personal Development programme organised by, or approved by, the School.
8. Communicate with parents about students' learning and development according to school policy.
9. Maintain positive links and effectively promote the facility within the local and wider community.
10. Participate fully in the School's Pastoral Care system which means being a pastoral tutor (expected of all teachers).
11. Support the Admissions team by effectively communicating information to prospective families to the School and to provide guidance, support and reassurance.
12. Represent and positively promote the School at local events as required.
13. Perform any reasonable duties as directed by the Head of Section or the Founding Executive Principal.

Skills and Experience Requirements

1. Bachelor degree or above in Chinese as a foreign language, Chinese language, Education, etc.
2. More than 5 years teaching experience, with corresponding subject Teacher Certificate.
3. Familiar with Chinese teaching material with very good knowledge and skills base.
4. Ideally, with overseas study experience and/or experience of working in an international school in China.
5. Hold certificate of Mandarin level 2 or above.
6. Proficient in English listening, speaking, reading and writing, be able with bilingual teaching.
7. Provincial and municipal academic leaders, provincial and municipal class competition first prize, special teachers are preferred.

Personal Requirements

1. Be a good professional at all times, in tune with the aims of the School, who always prioritises the students' welfare.
2. Be modern and flexible in approach to teaching and learning, prepared to adapt and learn new methods.
3. Be comfortable and active in the use information technology for teaching and learning.
4. Show initiative and independence but also be a good team-worker.
5. Be willing and open towards areas of self-improvement.
6. Have a good sense of humour.