



Shanghai Concord Bilingual School
上海康德双语实验学校

JOB DESCRIPTION and PERSON SPECIFICATION

TEACHER OF ENGLISH AS A FOREIGN LANGUAGE

Introduction

Academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the school. All teachers must familiarise themselves with, and adhere to, the many and various policies and systems by which the school is managed and students are cared for.

Teachers at the school are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest examination performances. 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. Most teachers also take on the role of Personal Tutor.

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.

The Role

English teachers report to the Head of English, Senior Management and ultimately the Principal.

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 ESB course of 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 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 their 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 preferably with English as a main component
- an EFL qualification is essential and a Diploma is preferred.

Skills and Experience:

- the capability of teaching English as a Foreign Language expertly and confidently to all age groups 11-18 and ability levels.
- being up-to-date in his/her subject;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential; although initially the students will all be native Chinese speakers

- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly; particularly in respect of the school database and the anticipated development of the VLE.
- effective and efficient administrative skills;
- the ability to contribute to the extra-curricular life of the School is essential;
- a minimum of two years teaching experience

Personal Attributes:

The successful applicant should:

- be a passionate advocate of his/her subject;
- have good interpersonal skills and enjoy working as part of a team;
- be generous in spirit – the role is likely to require hard work and a professional attitude to the commitment required in a developing school;
- be able to communicate fluently and accurately in spoken and written English;
- be confident in handling students at both ends of the school's academic spectrum;
- be flexible in outlook and amenable to change.

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 college.

Remuneration and Benefits

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

Salary will be in accordance with the Shanghai Concord Teachers' Pay Scale, which is above Main UK Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Housing allowance, return flights, relocation allowance and full personal insurance are included in the package

Induction of New Staff

The main induction programme for new staff will take place at the end of August, just prior to the start of term at the beginning of September, but other visits may be arranged if desired.

THE ENGLISH DEPARTMENT

Staff

The English Department is presently a small, but well qualified team of four; two English teacher of the subject and two Chinese teachers of English for the Chinese core curriculum. Over the coming years it is planned for the college to grow rapidly. It is an exciting opportunity for a forward looking and energetic teacher. In 2018 there will be six teachers of English in the department.

Members of the department are expected to work as a team when preparing materials and to share in the writing of 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

All of the English classrooms are equipped with data projectors and whiteboards and are located in a teaching block extensively renovated in 2017. The department is participating in the development of the VLE and fosters a culture of sharing resources.

In 2020 it is intended that the school will relocate to a purpose built site in the same district of Shanghai at which point the School will become a boarding school.

Courses

Intake of students in the first year was restricted to pupils in Years 6 and 10 in the Chinese system (ages 11 and 15). The same Year groups will be recruited in 2018. So in September 2018 we will have students in Year 6 and 7, in the Middle School and Year 10 and 11 in the High School.

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 10. The Year 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 go 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.