



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

JOB DESCRIPTION and PERSON SPECIFICATION

TEACHER OF ART

Introduction

Academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the college. 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

Teachers report to the Head of Art, Senior Management and ultimately the Principal.

The post holder will be part of a team of three specialist subject teachers. The team is expected to grow rapidly as the size of the school develops. He/she will be actively involved in 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 who can lead by example, 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:

- assisting the Head of Department in reviewing curriculum needs and, selecting courses that are appropriate to the needs of our students;
- attending regular subject meetings of Art staff at which curriculum planning, student progress and teaching and learning needs discussed and good practice shared;

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- 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 devising 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;
- managing student behaviour in the classroom and on college premises;
- participating in regular departmental meetings, INSET, college 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
- Participating in the use of the WCBS database within the Department;
- 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 heads of houses, and/or personal tutor responsible;
- 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.

Qualifications:

- a high quality degree with Art as a main component

Skills and Experience:

- the capability of teaching Art 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 good IT skills, 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 to contribute to the extra-curricular life of the School is essential;

Personal Attributes:

The successful applicant should:

- be a passionate advocate of his/her subject;
- have good interpersonal skills and have the ability to work 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 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 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.

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 ART DEPARTMENT

Staff

The Art Department will initially be a small, but well qualified team of two teachers. Over the coming years it is planned for the college to grow rapidly and the Head of Department will be directly involved in the recruitment and development of the team. It is an exciting opportunity for a forward looking and energetic teacher.

Members of the department will be expected to work as a team when preparing materials and to share in the writing of weekly tests 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 observation and professional review will all be developed to form part of this process.

Facilities

All of the Art classrooms are located together in a teaching block renovated in 2017. The department will be expected to participate in the development of the VLE and will be expected to foster 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. The Art Department will be directly involved and consulted in the development of the department in the new school and the facilities required.

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 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.

