



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

JOB DESCRIPTION AND PERSON SPECIFICATION

TEACHER OF CHEMISTRY

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 will 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. Experience of teaching overseas students is therefore an advantage.

The Role

The Teacher of Chemistry will report to the Head of Chemistry, Senior Management and ultimately the Principal, although as the college increases in size it is intended to appoint a Head of Science, at which point the line of management will alter accordingly.

The post holder will be part of a team of specialist science teachers, currently three, which is expected to grow in size considerably as student numbers increase. He/she will be closely 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 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:

- to be actively involved in reviewing curriculum needs and, in consultation with the Head of Chemistry, choose courses that are appropriate to the needs of our students;
- developing and managing coursework and practical assessments in line with exam board specifications, including preparation of such and supervision of students during such assessments;
- attending regular subject meetings of Science staff at which curriculum planning, student progress and teaching and learning needs are discussed and good practice can be shared;
- managing physical resources effectively;
- implementing the department's Health and Safety policy, including, in consultation with the Head of Chemistry, the development and updating of all relevant risk assessments;
- implementing departmental targets and producing a self-assessment report each year;
- ensuring that students hoping to study Chemistry at university are well prepared, by participating in the continued development of an additional programme of study.
- enriching the curriculum within the subject – this might mean inviting speakers to the school or taking students to university lectures;

Teaching

- 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 students' 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 Principal and Senior Management ;
- responsibility for developing the use of the School database within the Chemistry 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 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 Chemistry as the sole or significant focus;
- a formal teaching qualification
- an interest in further training and development.

Skills and Experience:

- the capability of teaching Chemistry 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 schools data base system and the further 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 School is essential;
- a minimum of two years teaching experience
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

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;
- demonstrate foresight and good judgement;
- 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

There is a thorough induction programme for new staff. The main induction will place just prior to the start of the new academic year at the end of August. But other visits to the School may be arranged if desired.

THE SCIENCE DEPARTMENT

Staff

The Science Department is a small, but well qualified team of three teachers. Over the coming years it is planned for the college to grow rapidly and this is an exciting opportunity for a forward looking and energetic teacher. In 2018 there will be five 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. An experienced laboratory technician will service the needs of the whole department. However, in 2020 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

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.

Science courses followed at present include CIE Secondary 1 in Middle School, IGCSE and in September 2018 'A' level Chemistry is to be introduced.