



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

JOB DESCRIPTION AND PERSON SPECIFICATION

PRIMARY SCHOOL CLASSROOM TEACHER

Introduction

Shanghai Concord Bilingual School is the first bilingual private school in Huangpu District. Shanghai Concord 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.

Shanghai Concord opened its doors in September 2017 to students aged 11 and 15, but will quickly expand with a Primary school planned to open on the same site in September 2018.

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,

Shanghai Concord is proud of its association with Concord College UK and intends to emulate its longstanding tradition in holistic education, not only producing outstanding academic results, but also enabling the students to unlock their full potential in a social context. Concord alumni have gained entrance to the finest universities around the world including Oxford, Cambridge, Imperial College and London School of Economics. Shanghai Concord 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 intends to build a community based on these values.

The Shanghai Concord School Management Team is comprised of Mr. Xie Yingping, former Principal of the High School affiliated to Fudan University, and a leading light in the field of education in Shanghai; Mrs. Gail Denham, former Head of Lower School at Concord College UK, who as British Executive Principal will ensure Shanghai Concord School achieves the same level of educational excellence as Concord College UK and Mrs Joy Pan, Chinese Vice Principal. Together they have recruited outstanding academic staff who seek to strive for academic excellence and who will complement the students' regional, cultural and national identity with an international perspective.

Shanghai Concord is temporarily located in a fully renovated middle school building in Runan Street. The school is presently a day school, but with plans to introduce boarding for Middle and High school students in the future.

All 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 are expected to familiarise themselves with, and adhere to, the many and various policies and systems by which the School is managed and students 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 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

The Primary School classroom teachers will report directly to the Head of Primary Section and in turn to the British Executive Principal of Shanghai Concord.

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 a considerable advantage.

The post holder will be in at the very beginning of the development of this new section of the School and will be responsible for the development of the Primary School curriculum, initially at Grades 1 and 2 but as the School develops it will include all Grades 1-5. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher, 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 to include:

Academic

- reviewing curriculum needs and, in consultation with other staff and the Senior Management, choose courses that are appropriate to the needs of our Primary students;
- Involved in the development of agreed schemes of work for all year groups 1-5;
- Attending regular meetings of Primary school staff at which curriculum planning, student progress, and teaching and learning needs should be discussed and good practice can be shared;
- Participation in professional review interviews and regular lesson observations as agreed within the Primary Head and Principal;
- Participating in the development and monitoring of Primary School targets
- working with other Primary School teachers to develop policies and to ensure that existing policies are implemented effectively and are in line with the directives of the PRC and the regional education authorities of the Huangpu district;
- enriching the curriculum for Primary students by ensuring that there is a varied and exciting programme of extra- curricular activities;

Teaching

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- 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 devising and writing new curriculum materials;
- selecting and using a range of different learning resources and equipment;
- managing student behaviour in the classroom and on school premises;
- participating in regular school meetings, INSET, school training events, observation and professional review in order to maximise the quality of personal teaching;
- participating in the use of the school database within the Primary School
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with the personal tutor responsible;
- participating in and organising extracurricular activities as appropriate and as required by 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 local or national government or school board reform) or as a result of School-based initiatives. Primary School teachers should therefore expect to undertake any other reasonable duties for the further development of the Primary School and of the school ethos in general.

Qualifications:

- a high quality degree;
- a formal teaching qualification and at least 2 years teaching experience;
- experience of overseas teaching or of teaching international students an advantage

Skills and Experience:

- the capability and experience of teaching expertly and confidently within the Primary age range
- a willingness to accommodate the needs of students with a variety of linguistic ability is essential;
- confidence in ICT and good ICT skills, being able to pick up new procedures and routines quickly; particularly in respect of the school database and the anticipated development of the Parent Portal

- effective and efficient administrative skills;

Personal Attributes:

The successful applicant should:

- be a passionate about education
- have good interpersonal skills and have the ability to work as part of a team and lead a team of teachers;
- 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

Shanghai Concord staff 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. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Relocation and accommodation allowances, health insurance and annual flights to and from the UK are included in the benefits package.

Induction of New Staff

There is to be a thorough induction programme for new staff. The main induction will take place just prior to the start of the new academic year at the end of August, it is anticipated that the successful applicant will take up their post September 2018.

THE PRIMARY DEPARTMENT of SHANGHAI CONCORD BILINGUAL SCHOOL

Staff

SCBS will initially be a small, but well qualified team of 5 English teachers and 5 Chinese teachers. Over the coming years it is planned for the School to grow rapidly and so this 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 best practice. Regular departmental meetings, INSET, lesson observation and professional review will all be developed to form part of this process.

Facilities

The Primary school will be located in a newly renovated block of three floors, comprising eleven classrooms and staff offices. All classrooms are equipped with data projectors and whiteboards. The department will be expected to participate in the development of a Parent Portal and will be expected to foster a culture of sharing resources.

Courses

Intake of students in the first year (September 2018) will be restricted to pupils in Years 1, age 6 (75 students into three classes) and Year 2, age 7 (one class of 25 students). The students will all follow the compulsory Chinese Curriculum for five 35 minute lessons each morning. The afternoon will be intensive English and bilingual extension courses, led by English Primary trained class teachers. In future years, it is intended to continue to recruit three Year 1 classes, adding 75 students each year. It is our aim that students in the Primary school will reach Year 6 with excellent skills in spoken and written English that will enable them to proceed to the Middle and High school with confidence and so be ready for the rigors of IGCSE and A level.