



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

JOB DESCRIPTION AND PERSON SPECIFICATION

TEACHER OF ECONOMICS

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 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. Experience of teaching overseas students is therefore an advantage.

The Role

The Teacher of Economics will report to the Vice Principal, and ultimately the Principal.

The post-holder will work closely with others 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 school and who is committed to flexible and varied styles of teaching and in sympathy with the aims and objectives of the school. Timetabling and strong IT skills would be an advantage.

Main duties and responsibilities include:

- be actively involved in reviewing curriculum needs and 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 and contributing to regular subject meetings at which curriculum planning, student progress, and teaching and learning needs are discussed and good practice shared;
- participating in professional review interviews and regular lesson observations as agreed within the department;

Teaching

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' 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 directed by the Principal;
- 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 in order to maximise the quality of teaching;
- acting as personal tutor to a group of students as directed by the Principal.
- use of the WCBS database;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with house parents 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.

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 teacher 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 Economics as the sole or a major focus
- a formal teaching qualification
- at least two years teaching experience

Skills and Experience:

- the capability of teaching Economics expertly and confidently to all age groups 14-18, being up-to-date in his/her subject at IGCSE and A level.
- 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;
- effective and efficient administrative skills;
- the ability and willingness to contribute to the teaching of another subject on SCBS curriculum may be an advantage;
- the ability to contribute to the extra-curricular life of the school is essential;
- 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.
- be able to communicate fluently and accurately in spoken and written English;
- be confident in handling students at both ends of the SCBS 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 Teachers' Pay Scale, which is significantly above Main 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 health insurance are included in the package.

Induction of New Staff

There is a thorough induction programme for new staff. One or more visits may be arranged during the term prior to commencement, dependent on relocation. The main induction takes place just prior to the start of the new academic year at the end of August. Full support is given with visa applications, work permits and relocation. Support is also given in finding accommodation.

Facilities

There is a strong tradition of Economics teaching at Concord College in the UK and it is anticipated that this will also be the case in Shanghai. Economics teaching will take place within newly renovated classrooms equipped with a data projector and whiteboard. An experienced IT technician will service the needs of the teacher. However, in 2020 it is intended that the school will relocate to a purpose built site in the same district of Shanghai. The teachers will be directly involved and consulted in the development of 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.

Economics A level is to be introduced in September 2018 with the introduction of IGCSE in 2020, when our Year 6 students will have moved through to this stage in their education and will have acquired the language skills to cope with the course.