Position: Chinese (Mandarin)
School Section: Middle School (Part-time, 0.5 FTE)
Period of Appointment: 1 August 2014 – 31 July 2015

JOB DESCRIPTION

Role Description / Working Relationships

The Middle School (MS) Mandarin teacher is responsible to the MS Head of Languages.

The MS Mandarin Teacher is expected to work with the MS Language Department, as well as with Grade Level Teams, planning closely and attending collaborative planning sessions. The Chinese teacher must use an inquiry-based approach and differentiate through various strategies. The Chinese Teacher is expected to keep parents informed and attend parent teacher conferences, as required.

The Chinese teacher is expected to contribute to the extra curricula activities of the school.

PERSON SPECIFICATION

The successful applicant is expected to have the following skills, abilities, knowledge and experience:

1. Personal Skills and Abilities
   • Ability to establish effective working relationships with staff, students and parents
   • Ability to communicate both orally and in writing, taking into account ESOL community members
   • Skills in working with a range of students of different abilities and backgrounds
   • Skills in inquiry based learning
   • Skills in ICT
   • Empathy for second language acquisition

2. Knowledge
   • A sound understanding of contemporary teaching and learning theories and practice in language acquisition
   • A sound understanding of collaborative planning
   • A sound understanding of differentiation
   • An understanding of how students learn within Mandarin

3. Experience
   • At least 2 years successful experience as a Chinese Teacher
   • Experience working with ESOL students preferred
   • MYP experience preferred

4. Qualifications
   • Completed Introductory MYP course preferred
• Qualifications in Mandarin teaching
• Qualified teacher status

PERFORMANCE STANDARDS

Teaching Methodology
• Demonstrates the ability to prepare and plan effectively
• Uses appropriate assessment and reporting procedures
• Demonstrates effective teaching methodologies through a range of appropriate strategies and techniques
• Demonstrates flexibility and responsiveness
• Delivers relevant curriculum content
• Uses appropriate technology and resources
• Reflects on teaching with a view to improvement

Motivation of Students
• Recognises and supports diversity among individuals and groups
• Engages students in learning
• Establishes high expectations that value and promote learning

Communication and Relationships
• Fosters relationships between school and community
• Establishes and maintains good communication processes with colleagues and leaders
• Develops and maintains clear descriptive communications with the community through the reporting system
• Fosters respect, credibility and competence with colleagues and school community

Classroom Management
• Manages student behaviour
• Organises a safe physical environment
• Creates an environment of respect and understanding
• Creates a challenging and stimulating learning environment

Contribution to Wider School Activities
• Contributes to activities which enhance the life of the school community

Professional Knowledge
• Demonstrates knowledge of relevant curriculum, and of contemporary teaching and learning and assessment theory
• Identifies own professional development needs and takes action to upgrade professional knowledge
• Demonstrates an ongoing developing knowledge of the host country

School Development
• Implements required school-wide goals