



**Position: Mandarin Teacher of Elementary school**  
**Commencement date: 4<sup>th</sup> January 2021**

### Job Qualifications

Basic qualification	Education	Bachelor degree
	Major	Chinese Language and literature or related education majors
	Language	Native Chinese speaker and fluent in English
Experience	A minimum of 3 years working experience in teaching Mandarin.	
Preferred aptitudes	<ul style="list-style-type: none"><li>• Be able to assess pupils' interests, needs and developments</li><li>• Be able to develop curriculum</li><li>• Open, proactive, patient and caring</li><li>• Proficiency in Microsoft Office</li><li>• International and bilingual school working experience is preferred</li><li>• Cross-cultural working experience is preferred</li></ul>	

### KEY RESPONSIBILITIES:

The successful candidate will play a key role in the development of Mandarin at the Elementary School of St Joseph Institution International School. The school is looking for a candidate who would relish the challenge of establishing the subject in the school.

The Mandarin teacher will have the responsibility for the planning and teaching of the subject to the designated class, the content of each lesson being determined by the Elementary School curriculum and by the Head of Mandarin Department. The teacher will ensure that the subject is delivered in a way that provides coverage, progression and continuity. The teacher will also be required to carry out other such duties as the Head of School or the Deputy Head of School may reasonably direct from time to time. He/she is expected to display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.

The teacher must ensure that an excellent learning environment is provided for the learning of Mandarin, and that the students develop a positive attitude to the subject within the School. The teacher must present lessons in a structured and co-ordinated manner with due regard to the ability of the students and the curriculum targets of the year group.

### Teaching and Learning

1. Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care.
2. Complete teaching plans on time and to a high standard.
3. Teach Mandarin lessons independently.
4. Participate in co-planning meetings with other teachers. Contribute ideas during discussions.
5. Assess regularly the students' work by means of formative and formal termly/half termly assessments, as directed by the Head of Department, the Assistant Principal and the Head of School.
6. Communicate with the Head of Department regarding any student whose progress or behaviour gives cause for concern.



7. Monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression.
8. Work collaboratively and effectively with learning assistant.
9. Participate fully in the Staff Appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. Submit books, records or planning as required for monitoring by colleagues or the Head of Department.
10. Be involved in developing, implementing and monitoring all School policies regarding Mandarin, and to assist in the necessary documentation pertaining to the subject, where required by the Head of Department.
11. Assist with the resourcing of Mandarin for the Elementary School, and work with the Head of Department in drawing up the annual order.
12. Apply consistently and diligently the rules of the School in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all students.
13. To ensure that students know, understand and follow the School rules.

#### **Home-School communication**

1. Make parents feel welcome and build good relationship with parents.
2. Introduce information regarding to Elementary School Mandarin curriculum.
3. Collect information of pupils' interests and growth from parents.
4. Stimulate pupils' study by making use of parents' strength.
5. Provide consultations and support to parents' enquiries.
6. Communicate with parents on a regular basis, as directed by the Head of Department, the Assistant Principal and the Head of School.
7. Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals in Mandarin.
8. Report to the parents in the form of regular written reports, and when may be additionally, required by the Head of School.

#### **Professional Integrity**

1. Be positive and build good relationship with colleagues.
2. Complete tasks on time.
3. Provide cover for absent colleagues as and when deemed necessary by the Head of Department, Assistant Principal and the Head of School.
4. Play a full role in the weekly extra-curricular activities programme. The programme will take place outside of the prescribed teaching hours, as directed by the Head of School.
5. Make a significant contribution to School assemblies, and newsletters, and by so doing highlight, the work carried out by students in the subject.
6. Promote an ethos of equality and equal opportunities for all pupils within the setting
7. Protect privacy of pupils, pupils' families and colleagues.
8. Maintain the highest standards of care, child protection and safeguarding at all times
9. Emphasize the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the School and the curriculum.
10. Communicate to the students that they must take a responsible attitude to equipment and materials, with which they have been provided, and that they will be punished and possibly charged for damage inflicted upon School property.



11. Carry out duties in the Elementary School as required and timetabled by the Head of School. This will include playtime supervision, lunchtime supervision and afterschool supervision.
12. Set high expectations and standards for the achievement of pupils and your personal performance.
13. Contribute as fully as possible to the annual calendar of School events, in whatever way possible.

### **Professional Development**

1. Be familiar with the recent development of Elementary School Mandarin teaching theory and practice.
2. Improve yourself through continuous study and be willing to try new ideas.
3. Be willing to accept others' good ideas and share your opinions.
4. Frequently reflection on your work and share your experience with an international teaching partner and other colleagues.
5. Support the School Development Plan generally and in so far as it relates to Mandarin.
6. Attend and participate fully in SJIIIM Staff Development and INSET programmes.
7. Attend staff meetings and briefings as and when required by the Head of School, Assistant Principal and the Head of Department.