



# St. Joseph's Institution International School

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Elementary School Mandarin Teacher</b>		
<b>Reporting To:</b>	<b>Head of Mandarin</b>		
<b>Effective starting from:</b>	<b>August 2026</b>	<b>To:</b>	<b>July 2028</b>

### **Primary Purpose:**

- To teach pupils assigned to your class within the school and carry out duties as required by the department and the Elementary School Leadership Team.
- To promote the Lasallian Mission and Core Values of SJIIS.
- Ensure that planning, preparation, recording, assessment and reports meet the expectations of the school.
- To actively contribute to wider school development and growth.
- Demonstrate thorough curriculum knowledge.
- Demonstrate a proactive approach towards professional development.

### **Specific Duties and Responsibilities:**

#### **Teaching and Learning**

- Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care.
- Complete teaching plans on time and to a high standard.
- Teach Mandarin lessons independently.
- Participate in co-planning meetings with other teachers. Contribute ideas during discussions and keep planning in appropriate shared drives.
- Assess regularly the students' work by means of formative and formal termly/half-termly assessments, as directed by the Head of Department, the Deputy and Assistant Principals. Communicate with the Head of Department regarding any student whose progress or behaviour gives cause for concern.
- Monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression. Work collaboratively and effectively with learning assistants, directing their support as appropriate.
- Participate fully in the Staff Responsive Appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. Share books, records or planning as required for monitoring and professional development.
- 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.
- Assist with the resourcing of Mandarin for the Elementary School, and work with the Head of Department in drawing up the annual order.
- Apply consistently and diligently the rules of the School in order to create a positive classroom culture, maintain discipline and to safeguard the happiness, safety and well-being of all students. To ensure that students know, understand and follow the School's expectations.



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### Home-School communication

- Make parents feel welcome and build good relationships with parents.
- Share information regarding the Elementary School Mandarin curriculum.
- Gather information about pupils' interests and experience from parents.
- Stimulate pupils' learning and development by making use of parents' strength.
- Provide consultations and support to parents' enquiries.
- Communicate with parents on a regular basis, as directed by the Head of Department, the Deputy and Assistant Principals.
- Attend Parents' Meetings as required and provide accurate information regarding the progress of individuals in Mandarin.
- Report to the parents in the form of regular written reports, as directed by the SLT.

### Professional Integrity

- Maintain a positive outlook and build good relationships with colleagues.
- Show reliability by completing tasks on time.
- Provide cover for absent colleagues as and when deemed necessary by the Head of Department, the Deputy and Assistant Principals.
- Play a full role in the weekly extra-curricular activities programme.
- Make a significant contribution to School assemblies, and newsletters, and by so doing highlight the work carried out by students in the subject.
- Promote an ethos of equality and equal opportunities for all pupils within the setting
- Protect privacy of pupils, pupils' families and colleagues.
- Maintain the highest standards of care, child protection and safeguarding at all times
- Carry out duties in the Elementary School as required and timetabled by the SLT. This will include playtime supervision, lunchtime supervision and afterschool supervision.
- Set high expectations and standards for the achievement of pupils and your personal performance.
- Contribute as fully as possible to the annual calendar of School events, in whatever way possible.
- Support the annual Chinese New Year celebrations and assembly.

### Professional Development

- Be familiar with the recent development of Elementary School Mandarin teaching theory and practice.
- Improve yourself through continuous study and be willing to try new ideas.
- Be willing to accept others' good ideas and share your opinions.
- Reflect on your work and share your experience with colleagues.
- Support the School Development Plan generally and in so far as it relates to Mandarin.



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- Attend and participate fully in SJIIM Staff Development and INSET programmes.
- Attend staff meetings and briefings as and when required by the Head of Department, the Deputy and Assistant Principals.

### Other

- Act as a role model to the pupils in character, personal presentation and conduct.
- To meet statutory responsibilities and comply with school policies with regard to health and safety and professional conduct.
- To promote and adhere to the Lasallian Mission and Core Values of SJIIS.
- To keep Safeguarding at the forefront of all that you do.
- Any other duties considered necessary as allocated by the Head of Department, Deputy and Assistant Principals.
- Contribute to the co-curricular programme.

### Personal Specifications

<b>1. Qualifications/Training</b>
<ul style="list-style-type: none"><li>• Bachelors' degree in Chinese language, literature or other educational majors</li><li>• Native Chinese Speaker and fluent in English</li><li>• Evidence of active participation in CPD</li></ul>
<b>2. Experience / Knowledge</b>
<ul style="list-style-type: none"><li>• Minimum of two years teaching experience, international school experience is an advantage</li><li>• Experience of integrating the use of iPads and other IT devices into learning</li><li>• Detailed understanding of AfL strategies to assess needs &amp; inform planning</li><li>• Adapts teaching to respond to the strengths and needs of all pupils</li><li>• Have high expectations which inspire, motivate and challenge pupils</li><li>• Proven track record of ensuring good progress and outcomes for pupils</li><li>• Can demonstrate a commitment to developing all aspects of school life</li><li>• Ability to create a positive, challenging learning environment</li><li>• Evidence of good, or outstanding teaching</li><li>• Evidence of good classroom management skills</li></ul>
<b>3. Personal Attributes</b>
<ul style="list-style-type: none"><li>• Open-minded, proactive, patient and caring</li><li>• A high level of personal integrity</li><li>• Excellent organisational and time-management skills</li><li>• Committed to working as part of a team</li><li>• Model the Lasallian values of the school</li><li>• Demonstrate an attention to detail</li><li>• Demonstrate a strong work ethic</li><li>• Demonstrate respect for students, colleagues and parents</li><li>• Proactive and able to manage others to ensure deadlines are achieved</li></ul>



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• Self-motivated and enthusiastic approach to responsibilities
• Ability to work both independently and collaboratively
• Continually strive for improvement
• Sense of humour
• Adaptability