

Job Description – Mandarin Teacher

Context: It is understood that a job description can never put into words all of the qualities that a good teacher embodies. It is hoped that all our teachers will strive to inspire, encourage and nurture, to the best of their ability.

1. *Teaching and Learning*

- Ensure each child's learning by teaching the syllabus of all subject areas to the class in an appropriate manner
- Differentiate class work as necessary to meet the differing ability needs of all children
- Acknowledge that English is not necessarily the native language of all children in the class and adapt his/her vocabulary accordingly
- Ensure that all work is marked meaningfully, promptly and clearly and that corrections are undertaken where necessary
- Ensure homework is given appropriately where and when necessary
- Be prepared to be visited and observed by colleagues.

2. *Planning*

- Prepare appropriately for the short, medium and long term
- Collaborate with other teachers in planning to ensure continuity and progression
- Participate in the development and review of the curriculum in collaboration with the line managers.
- Participate in the development and review of school policies where necessary

3. *Assessment*

- Formally report on each child's progress at the end of each term
- Continuously assess each student so as to be able to clearly justify and substantiate grades, levels or comments given in each report
- Keep clear records of any levels, grades or marks attained by each child in classroom tests/assessments
- Be prepared to discuss report grades and each child's progress with parents both on Parents' Evenings and at other reasonable times throughout the year

4. *Classroom Management*

- Ensure that the classroom atmosphere is conducive to learning
- Provide an environment in which the children feel safe, confident and happy to learn
- Have displays that stimulate learning
- Ensure that children are not left unsupervised in classrooms during lesson time or at break time
- Ensure that children are sent promptly to specialist lessons
- Insist on good levels of behavior, both in and out of the classroom



5. General

- Supervise children in the play areas at break times according to the duty rota
- Serve as a role model to the children in terms of behaviour, dress, attitude and manners
- Participate in the Extra Curricular Activities programme.
- Be available to attend and participate in extra-curricular events in the school calendar such as Parents' Evenings, Concerts, etc.
- Actively support the ethos of the school
- Be familiar with the Handbook for Families, with Staff Supplement.
- Actively support and adhere to the Child Protection Policy, including attending annual training.

Specific Mandarin Teacher Responsibilities:

- To teach Mandarin using the English medium.
- To teach Mandarin to first and second language learner.
- To teach children from Early Years to Secondary.
- To learn and grow with the school.
- Be able to adapt to an international school culture of learning.
- Be able to work with expat teachers and integrate Mandarin into the curriculum.
- To facilitate effective learning both inside and outside the classroom in order to develop students' ability to function in Mandarin

Person Requirements:

- Possess a Degree in Mandarin or Literature or equivalent.
- Have teaching experience, preferably in an international school, or similar.
- Have good command of English and Mandarin (spoken and written).
- Make a positive contribution to the development of the School.