



# CARMEL SCHOOL

Excellence • Community • Tradition



## High School Subject Teacher

Posted November 2021

### Job Description

- You will work as a High School Subject Teacher as part of a highly dedicated, successful and professional team creating learning opportunities for students.
- You will assist in planning and implementing the relevant Curricula for Carmel School's Elsa High School and raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- You will ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the learning area, in accordance with the aims of the school and the curricular policies

### 1. Duties and Responsibilities

- 1.1. To liaise with the Principal and designated personnel to obtain and maintain accreditation with the relevant examination and validating bodies.
- 1.2. To report regularly to the Head of Department and the Principal on the development of the subject area, and to provide them with oral reports and/or written summaries regarding the status of curricula and instruction.
- 1.3. To help to coordinate the selection of textbooks.
- 1.4. To help develop assessment instruments and guidelines for appraising student achievement in the subject areas.
- 1.5. To disseminate latest research and writing that pertains to the discipline areas and to advise all appropriate parties of the emergence of new standards.
- 1.6. To keep up to date with national developments in the discipline areas and teaching practice, pedagogy, methodology.
- 1.7. To attend meetings with parents, staff and other organizations as required.
- 1.8. To support and implement School Policies and Procedures.
- 1.9. To work with colleagues to formulate aims, objectives and strategic plans for the learning areas, which are coherent and relevant to the needs of students and align with the objectives and strategic plans of the School.
- 1.10. To attend seminars and conferences as approved by the Principal.
- 1.11. To establish a safe environment, which supports learning and in which students feel secure and confident.

### 2. Communications

- 2.1. To support and promote the aims and objectives of the school
- 2.2. To ensure effective communication/consultation with school parents
- 2.3. To support the role of parents in students' development

### 3. Marketing and Liaison

- 3.1. To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and parents' newsletters.
- 3.2. To actively promote the development of effective subject links with external agencies.

#### **4. Management of Resources**

- 4.1. To help manage the available resources of space, money and equipment efficiently within the limits, guidelines and procedures laid down for your Department.

#### **5. Teaching**

- 5.1. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- 5.2. To teach students according to their educational needs, including the setting and marking of all classwork and coursework. Give verbal or written diagnostic feedback as required.
- 5.3. To undertake assessment of students as requested by Learning Areas and school procedures.
- 5.4. To ensure students' learning meets internal and external quality standards.
- 5.5. To monitor, evaluate, record and report on the attendance, progress, development and attainment of students.
- 5.6. To integrate ICT into learning activities.
- 5.7. To prepare and update subject materials and align with the syllabus.
- 5.8. To maintain good discipline in accordance with the school procedures.
- 5.9. To support the role of parents in students' learning.
- 5.10. To support students consistently by recognizing and responding to their individual needs and to encourage and engage all students in activities.
- 5.11. To promote independence and responsibilities by employing strategies to recognize and reward achievement and self-reliance.

#### **6. Personal Responsibilities**

- 6.1. To play a full part in the life of the school community, to support its distinctive ethos and to act as role model.
- 6.2. To be responsible for your own continued professional development.
- 6.3. To undertake duties before school, at break, at the end of the lunch period and after school on a rota basis.

[www.carmel.edu.hk](http://www.carmel.edu.hk)

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