



Job Description

English Language Acquisition Teacher

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The school will be a dynamic, inspirational and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 850 students from age 6 to 18.

The School, opened in September 2021, is a joint venture with Trumptech, a leading provider of education services in China (including Hong Kong) , and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF is a place of opportunity, challenge and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEHF students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We encourage our students to:

- Be exactly who they are, whatever their current interests or future aspirations. Benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- Have the freedom to experiment, express opinions, explore and take on new challenges.
- Be supported by strong role models and inspired by their peers.
- Find confidence and strength and, acquire and build the skills they need to succeed throughout their lives.

Staff

We are seeking to recruit the finest teachers and staff, providing them with the resources to nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles School.

Job Description

ELA Teacher will:

Leading Learning & Teaching

- Put students' learning and welfare at the centre of all of their practice and decision making.
- Have a clear vision for effective learning and teaching in the Prep school that reflects and complements whole school goals and guiding statements.
- Demonstrate excellent classroom practice.
- Have a clear understanding of what excellence looks like in the classroom and set standards that support the class teachers in aiming for this.
- Maintain an active critical interest in educational research and debate and promote discussion and training in the Prep School.
- Manage and evaluate effective systems for the assessment and tracking of learning, as well as implement a range of sustainable intervention strategies, to ensure all students make excellent progress.
- Work to sustain their expert subject knowledge.

Leading Staff & Effective Teams

- Promote a positive culture of developing practice in their department
- Work alongside school leaders to develop the acquisition of English Language in the Prep school
- Work to support school leaders to build a happy and healthy community, where colleagues' welfare is considered as a routine part of decision making.

School Improvement & Effective Partnerships

- Work proactively with other staff and school leaders to support and develop initiatives that promote the acquisition of the English Language.
- Liaise constructively (and proactively) with the parental community to communicate the vision and goals of the Prep School along with other issues or developments within the school as a whole.
- Look for opportunities to work collaboratively with other teachers to develop their own practice as well as the practice and provision within the Prep School.

Key Duties

The teacher of ELA will

Aims & Ethos

1. Be responsible to the Head of Prep and the Deputy Head for the safe, proper and imaginative teaching of English Language with the School's mission and ethos.

Teaching Load

2. Teach for up to a maximum of 45 x 60 minute periods out of 60 periods /10 day cycle.

Curriculum Planning

3. Be responsible for excellent curricular planning, implementation and review in the following areas:
 - a. review, analyse and update l Programmes of Study and Schemes of Work;
 - b. draft, implement and review action plans in line with the Prep School's Development Plan;
 - c. monitor Home Learning in accordance with the Prep School's Home Learning Policy;
 - d. set appropriate work during periods of cover for unforeseen absence within the Prep School.

English Language Learning

4. Contribute to the promotion of English as an Additional Language in the following ways:
 - a. awareness of the best practice in EAL with respect to lesson preparation, lesson delivery and differentiation, assessment, marking and reporting;
 - b. ensure that EAL support staff are well used through co-planning, support in lessons, assessment and feedback.

Assessment

5. Be responsible for assessment in the following areas:
 - a. ensure compliance between schemes of work, classroom practice and examined content and skills for external examinations as defined by the relevant syllabuses for externally examined courses within the curriculum;
 - b. co-ordination of the preparation and marking of internal assessment papers
 - c. co-ordination of the preparation and marking of admissions tests as required.

Performance
Management

6. Be responsible to the Head of Prep who will normally act as Line Manager and who will normally conduct Performance Management.

Communication

7. Be responsible for excellent communication in the following areas:
 - a. regular reporting to parents about the progress of students that explains how students can improve their English in all areas alongside a summary of their achievements;
 - b. attend regular Department meetings and other meetings as required.

Reporting

8. Contribute to the writing of reports for students in the Prep school, giving valid assessment data when required.

Person Specification

LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.

Lady Eleanor Holles International School Foshan is a non-smoking site and staff and families may not smoke on the School grounds or within sight of the School.

	Essential	Desirable	Assessment
A commitment to working collegially combined with the vision and courage to develop a school from the very beginning	✓		Interview References
A strong academic background and a good degree in English or other closely related subject	✓		Application form
An appropriate teaching qualification	✓		Application form
Experience of teaching to a Prep School level	✓		Application form Interview
A proven track record of teaching		✓	Application form Interview
International experience		✓	Application form
Experience teaching students whose first language is not English.	✓		Application form Interview
Excellent teaching, communication and interpersonal skills	✓		Interview References
A commitment to personal professional development	✓		Interview References
Contribution to staff professional development, leadership capacity and succession planning		✓	Interview
A willingness to participate in the programme of extracurricular activities, fixtures and trips	✓		Interview
Active support of the pastoral system, including pastoral tutoring and the boarding house system	✓		Application form Interview
Excellent written and spoken English	✓		Application form Interview
Active support of the ethos and aims of the school	✓		Interview References
Committed to the safeguarding and well-being of children and young people	✓		Interview References

Rewards & Benefits

Remuneration	A competitive salary based upon experience and proven ability to lead and inspire.
Contract	An initial contract of 2 years will be offered with a mutual option to extend.
School Facility Usage	Free usage access of school facilities including gym, library, swimming pool and sports hall.
Meals	Free lunch in the School Dining Hall during term time.
Medical	Commercial medical insurance.
Professional Development	<p>Excellent opportunities exist for personal and professional development in a caring and supportive environment. All staff are encouraged to identify their professional development needs and we offer regular professional INSED and the opportunity to attend external courses and other CPD activities. We fully support our employees' desire to progress and will look to support where possible and appropriate.</p> <p>New teachers to the school are allocated a mentor at the start of their employment and there is a well-planned induction process.</p>