



## Job Description Teacher of Chinese

### Spes Audacem Adjuvat (Hope Favours the Bold)

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, Hong Kong and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 850 students from age 6 to 18.

Opening in September 2021, LEHF 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 will be 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 LEH students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We will 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

The Teacher of Chinese will:

### Leading Learning & Teaching

- Put students' learning and welfare at the centre of all their practice and decision making
- Teach Chinese as mother language and second language
- Have a clear vision for effective learning and teaching across their subject that reflects and complements whole school goals and guiding statements
- Model excellent classroom practice
- Have a clear understanding of what excellence looks like in the subject areas and set standards that support everyone in aiming for this
- Maintain an active critical interest in educational research and debate and promote discussion and training around this within their department
- 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 expert subject knowledge

### Staff & Effective Teams

- Promote a positive culture of developing practice
- Actively seek to grow and develop through active participation in department meetings, development time, and performance management
- Work alongside 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 Science and/or school goals.
- Liaise constructively (and proactively) with the parental community to communicate the vision and goals of Science
- Look for opportunities to work collaboratively with school leaders to develop their own practice as well as the practice and provision within the Science department.

Key Duties	The Teacher of Chinese will
Aims & Ethos	1. be responsible to the Head of Chinese and Head of Academics for the safe, proper and imaginative provision for Chinese in line with the school's mission and ethos.
Teaching	2. teach for up to a maximum of 45 x 60-minute periods out of 60 periods /10-day cycle.  3. motivate and inspire students whilst providing a supportive and dynamic learning environment.  4. demonstrate a clear understanding of High-Quality Learning and Teaching.
Curriculum Planning	5. Contribute widely to excellent curricular planning, implementation and review in the following areas: a. The regular review, analysis and updating of Programmes of Study and Schemes of Work; b. The drafting, implementation and review of a Chinese Department action plan in line with the School Development Plan; c. Home Learning in accordance with the school's Home Learning Policy; d. The setting of appropriate work during periods of cover for unforeseen absence within the department.
English Language Learning in Chinese	6. 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. Ensuring that EAL support staff are well used through co-planning, support in lessons, assessment and feedback; c. Supporting the Director of EAL in promoting school-wide goals and strategies in respect of developing students' English proficiency.
Assessment	7. Be responsible for assessment in the following areas: a. Ensuring 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; b. Maintaining a high awareness of new or upcoming changes to externally examined courses including changes to content and/or assessment procedures; c. Co-ordination of the preparation and marking of internal assessment papers in line with Chinese Department policy.

**Performance  
Management**

8. Be responsible to the Head of Chinese who will act as Line Manager and who will normally conduct Performance Management.
9. Participate actively and constructively in the School's performance management process in accordance with the school's Performance Management policy.
10. Reflect on personal practice and participate in peer Learning Walks and Classroom Observation to ensure the sharing of best practice across the School.

**Communication**

11. Contribute to excellent communication in the following areas:
  - a. Regular reporting to parents about the progress of students that explains how students can improve alongside a summary of their achievements;
  - b. Attendance at regular Department Meetings and other meetings as required.

**Budget & Resources**

12. Contribute to budgeting and resources in the following areas:
  - a. Ordering books and equipment in accordance with the school budgeting policies and procedures;
  - b. Ensuring that an up-to-date record inventory is kept of department resources;
  - c. Ensuring that departmental resources, books and ICT hardware are treated with great care.

## 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.*

*The School 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 Chinese education or other closely related subject	✓		Application form
A teaching qualification eg PGCE and QTS and at least 2 years' experience post QTS	✓		Application form
Experience of teaching to a high level. The ability to teach Advanced Level Chinese would be a distinct advantage	✓		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
Meals	Free lunch in the school Dining Hall, subsidised refreshments and snacks in the Staff Common Room.
Medical	Commercial medical insurance coverage.
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>

Please send your application to [hr@leh-foshan.cn](mailto:hr@leh-foshan.cn) if you are interested in the position.