



Job Description - Mandarin Teacher

Job Purpose

To prepare younger children for formal education in a high quality teaching and learning environment based upon Biblical World View principles that facilitate whole child development. The Mandarin Teacher will be responsible for the development, teaching and implementation of a Mandarin language learning program for all Kindergarten students (excluding the LEAP class) in a manner that is complimentary to the existing school curriculum.

Responsible To

The position holder reports directly to the Principal (or his/her delegate) who reports directly to the Executive Director of Generations Christian Education.

Key Duties

Responsibilities:

The Mandarin teacher will:

- be responsible for the progressive learning of Mandarin by students throughout each of their Kindergarten years.
- teach the Mandarin program face-to-face within allocated transition times across all classes using methods such as songs, games, finger plays and rhymes in a way that children enjoy this early exposure to a new language.
- teach two (2) x twenty (20) minute sessions per week for each of the AM & PM classes (excluding the LEAP class).
- in other times and without disruption to the co-teachers' program, come alongside the children during their class project times and engage in Mandarin interactions with each of the students at their appropriate level.
- use approximately 15% of the working week to develop, document and refine a Mandarin language teaching program which complements the existing school curriculum.
- develop appropriate class lesson plans for the review and approval of the Principal or his/her delegate.
- regularly meet with the Principal or his/her delegate.
- work in conjunction with Age Band leaders and classroom teachers identifying ideas and resources to compliment the Mandarin program.
- treat the children with dignity and respect, maintaining appropriate discipline with children according to the values of the school.
- ensure the children are safe at all times in the classroom.
- maintain a professional attitude and uphold the values of the school.
- direct any parent's questions to the teacher of the respective class or the Principal or his/her delegate.

- discuss any concerns about a child with the classroom teacher.
- participate and engage in a personal professional development plan and performance appraisal.

Others:

- To perform ad hoc duties as assigned by the Principal or delegate.