

## Job Description - Chinese Studies Teacher

### Job Purpose

To provide a high quality teaching and learning environment that encourages students' deep appreciation of the Chinese language and culture and helps them progress towards fluency. All teachers are expected to support and promote the Generations vision, mission, values, and philosophy of learning, including the centrality of a Christian worldview, significance of international mindedness, and importance of personal growth in conjunction with academic excellence.

### Responsible To

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

### Key Duties

#### Responsibilities:

To ensure that the Chinese Studies programme achieves the stated goals of the programme, including that students:

- Develop a keen interest in Chinese language and Chinese culture.
- Are better connected to Hong Kong and China.
- Build a realistic foundation for further study in secondary years.
- Are able to use Chinese language for everyday purposes.
- Understand how Chinese is different from, and similar to, other languages.
- Develop awareness that differences in languages can affect people's outlooks.
- Is in accordance with the requirements of the Education Bureau in Hong Kong and other relevant government departments.
- Promotes equality as an integral part of the role and to treat everyone with fairness and dignity.

#### Planning & Teaching:

- To plan for daily Chinese lessons, differentiated appropriately. Teachers may be asked to teach a range of classes within differentiated ability-based "pathways" across year levels.
- To enable students to make excellent progress in the four linguistic areas of Chinese language (reading, writing, listening and speaking).
- To create and manage a caring, engaging, purposeful and stimulating environment which is conducive to students' learning, and which is regularly reviewed and continually developed.
- To ensure that Generations values and personal goals are reflected in daily practice and teaching content in Chinese Studies classes.
- To plan and prepare lessons in order to deliver the Chinese Studies Curriculum successfully, introducing best practices and high quality resources.
- To stay up to date with changes and developments in the pedagogy of teaching Chinese as a second language.
- To identify clear teaching objectives and learning outcomes for students, with appropriate challenge and high expectations.
- To organise and manage groups or individual students ensuring differentiation of learning needs, reflecting all abilities.

- To challenge all students to perform to their full potential, and work to remove barriers to achievement for all students.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To maintain behaviour of a high standard, following Generations Christian Education policy, safeguarding students' health and safety.
- To create a learning community in which all students have a desire to inquire and learn.
- To use different strategies to ensure students are actively engaged in their own learning.

### **Assessment & Reporting:**

- To maintain a regular system of monitoring, assessment, record-keeping and reporting of students' progress.
- To mark/comment on student work to facilitate positive student development and improved learning.
- To carry out regular reporting and reflective analysis of student progress and achievement, and report to the Principal (or delegate).
- To prepare appropriate records for the transfer of students.
- To communicate effectively with parents and stakeholders on Chinese Studies programmes, student achievement, placements and behaviour.

### **Community:**

- To stimulate, foster and enhance a sense of community amongst staff, parents and students that encourages them to support the Vision and Mission of the School.
- To promote high quality relationships with all stakeholders.
- To promote appreciation and understanding of Chinese culture and build community relations by helping organise and lead periodic Chinese cultural celebrations and student performances.

### **Extra-Curricular Duties:**

- To take part in school events and activities that may take place at weekends or in the evening (within the reasonable request of the Principal).
- To participate in staff meetings as required, including learning meetings, prayer gatherings, committee meetings, etc.
- To supervise students during classes, and at other times in the school day, including in the playground during breaks, at the direction of the Principal.
- To assist and organise school concerts and excursions related to Chinese Studies.
- To lead or supervise an after school club as part of the schools extra-curricular programme (as included in school contract).
- To liaise with colleagues and work flexibly (this might include covering staff sickness by taking responsibility for a 'class-split').

### **Strategic Plan:**

- To implement and support curriculum development as identified in the School Improvement Plan, and as directed by the Principal.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To support the Principal in promoting the ethos of the school.

**Administration:**

- To administer and implement the policies of Generations Christian Education.
- To maintain appropriate documentation for the performance, evaluation and management of all students in your classes.
- To continue professional development, maintaining a portfolio of training undertaken.

**Risk Management:**

- To promote the welfare of students and to support the school in safeguarding students through relevant policies and procedures.
- To ensure trips are safe, educational and fun, liaising with the Principal as appropriate.
- To help ensure all students and staff are safe and secure, informing the Principal of any issues.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy, laws of Hong Kong and any school-specific procedures / rules that apply to this role.

**Other:**

- Other related duties as requested by the Principal or their delegate.