



Looking for a new challenge in multiple year levels? Just getting into your teaching career?



Background

Island Christian Academy is a community-minded International School located in the vibrant Soho district in Hong Kong. Island Christian Academy currently has an enrolment of 415 students in Years 1-8. The school is in its seventh successful year of operation and actively expanding!



The school is now seeking a passionate teacher to join our team in a newly-established “**Learning Facilitator**” role, working across multiple year levels to improve continuity and quality in our learning programme and facilitate learning across the curriculum.

One of the biggest challenges in the international schools setting is to find innovative ways to support teachers and students in a growing programme of learning. There are many opportunities and demands on teachers’ time that cause disruption to the learning programme.

The new **Learning Facilitator** will play a key role in supporting teaching and learning across a range of contexts and to provide high-quality support in the classroom both in team teaching and sole-charge situations.



Our school's mission is to:

EDUCATE | CULTIVATE | INSPIRE



To help achieve this mission, the Learning Facilitator will:

- contribute to the development of the learning programme across the curriculum
- support learning in classrooms across the Primary and Middle Years programme
- contribute proactively across the school to support the teaching and learning programme in liaison with the Vice Principals and Principal.
- Provide regular cover support for teachers and team leaders to enable professional development and mentoring across classes.
- provide regular and ad hoc cover as required by the school, including sick-leave cover.

Person Specifications:

The ideal candidate will be:

- a qualified* classroom teacher with a desire to make a difference in our community of learners
- able to demonstrate their commitment to being a lifelong learner
- passionate about Christian education and excited to shape the lives of future generations
- open-minded, flexible and a problem-solver!
- willing to undertake a diverse portfolio of learning assignments in support of our teachers

**Newly-qualified teachers are welcome to apply*

If this role sounds like a good fit for you, we look forward to hearing from you about how you might be the right person to join our team and help shape the future of learning here at Island Christian Academy!



Job Description – Learning Facilitator

Job Purpose

The Learning Facilitator is to work closely with the Principal and the Learning Leader to improve continuity in the delivery of the learning programme of the school and facilitate learning across the curriculum.

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 contribute to the development of the learning programme across the curriculum.
- To support learning in classrooms across the Primary and Middle Years programme.
- To contribute proactively across the school to support the teaching and learning programme in liaison with the Vice Principals and Principal.
- To provide regular and ad hoc cover as required by the school, including sick leave cover.

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 build up community relations and school collaboration.

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, and at the direction of the Principal.
- To assist and organise sporting activities, school concerts and excursions where relevant.
- To lead or supervise extra-curricular activities as part of the school's extra-curricular programme (as included in school contract).

Strategic Plan:

- To implement and support school 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 and procedures of the School and where relevant Generations Christian Education.
- 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 out-of-school trips are safe, educational and fun, liaising with the Principal (or delegate) as appropriate.
- To help ensure all students and staff are safe and secure, informing the Principal of any issues.
- To recognise that 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 policies and procedures, and laws of Hong Kong, and any school-specific procedures/rules that apply to this role.

Other:

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

Organisational Relationships:

- Internal Liaisons: Generations Staff, Principal, Vice Principals, teaching staff, non-teaching staff, operational support staff, students, parents, school community members.
- External Liaisons: Relevant School accreditation bodies, other schools, broader community members.