

Passionate about Middle Years? Excited about leading a team?



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. Our newly established Middle-Years programme currently has 26 students in Year 7 and 8 and we are anticipating expansion to include Year 9 in 2018-19.

The school is seeking a **Middle Years Teacher / Team Leader** to join our staff in August 2019 to lead the next phase of growth and development in our Middle-Years programme. As we continue to expand, we are looking for a dynamic and innovative leader who is open-minded and willing to step outside the box! They will lead and teach alongside a committed team of teachers to develop an engaging and diverse programme to fit the needs of our middle-years students.

The successful applicant will teach a range of subjects and lead the expansion of our Middle Years programme into Year 9.

This role is key to the strategic growth of Island Christian Academy and will build on our focus of establishing strong foundations of character, compassion, courage and competence in our students, preparing them for a positive transition and a bright future in upper secondary and beyond.



Curriculum Description

The early adolescent years are a crucial time in a child's development—academically, physically, spiritually and socially. Our Middle Years programme aims to develop competent, creative thinkers and problem-solvers that actively seek and use knowledge, take risks, ask questions, set high standards for themselves, act compassionately and make a positive impact locally and globally.

The International Middle Years Curriculum (IMYC) is used as our core academic curriculum, around which we are building a strong integrated programme. The IMYC is a comprehensive, theme-based curriculum designed for Years 7-9 based on the latest adolescent brain research. It has a clear process of learning and specific learning goals for history, geography, science, society, technology, ICT, language arts, PE, music and art subject areas as well as for personal learning and international mindedness.



We are passionate about growing leaders and our burgeoning “service learning” programme is an important part of this development with our middle-years students.

In addition to IMYC, Island Christian Academy uses the UK National Literacy Framework for English, Australian curriculum for mathematics and internally-developed curricula for Christian studies and Chinese.

The ideal candidate will:

- Be an advocate for emerging and young adolescent students
- Be a lifelong learner
- Be passionate about Christian education and excited to shape the lives of future generations
- Be an experienced and successful classroom practitioner
- Have a proven ability to provide leadership and pastoral care for students and staff
- Know how to inspire and lead others through change
- Have a diverse applied knowledge of educational practices and models, including enquiry based education and innovative learning environments
- Be skilful in the use of digital tools and technologies to enhance student outcomes
- Be committed to developing collaborative practices with students and staff
- Be willing to look past traditional education models to encourage innovation

If you want to make a difference in your career and this role sounds like the right next step, we look forward to hearing from you about how you might be the right person to join our Middle Years team and help shape the future of learning for our amazing emerging-adolescents here at Island Christian Academy!

Role Description – Middle Years Team Leader

Role Purpose

The Middle Years Team Leader is to lead, coordinate and support teachers in the Middle Years programme. The Middle Years Team Leader also works collaboratively with the Principal, Vice Principals, Specialists, Milepost Coordinator, and teachers. They ensure that the curriculum (Maths, Literacy, IMYC, Service Learning and Journey 2:52) and learning engagements meet the needs of students in line with Island Christian Academy's mission, vision and values. They will work alongside the teaching team to develop and deliver an engaging, diverse programme to fit the needs of our Middle Years students.

Responsible To

The role holder reports directly to the Vice-Principal (or delegate) who reports directly to the Principal.

Key Duties

Responsibilities:

Facilitating curriculum planning

- To lead collaborative planning meetings and encourage active participation and engagement of other teachers.
- To ensure that teachers in respective year levels are keeping pace with the relevant expectations within an acceptable time frame in order for students to be sufficiently prepared for the next year level and also for smoother vertical integration and planning of curriculum from bottom up.
- To liaise between other Coordinators, Facilitators and Middle Years teachers regarding curriculum plans, any changes or emphasis on procedures and deadlines for consistency in curriculum and presentation to parents and other external groups including EDB.
- To contribute to the growth, development and promotion of the Middle Years Programme, pursuing excellence and innovation.

Planning with leadership and Middle Years team

- To facilitate collaborative planning to ensure that the curriculum taught in the Middle Years is coherent and consistent in content albeit different in delivery for horizontal and vertical integration.
- To ensure that adequate assessment is taking place within each class in the Middle Years.
- To collate and organise teachers' sharing of planning documents, lesson plans and resources so that they are accessible to all teachers in the Middle Years to aid teachers in developing differentiated teaching.
- To promote and facilitate the effective integration of digital tools and technologies to enhance student learning outcomes and promote collaboration and innovation.
- To promote and support the development of Service Learning and Student Leadership

Coordinating Field Trip Forms and Risk Assessment

- To lead or assign teachers to take pre-trips for risk assessment and logistics and efficiency.
- To present budget and field trip plans for following school year to the SLT for approval.

Managing learning resources for the Middle Years

- To organise and maintain the resources in an orderly manner.
- To share ideas on how to utilise resources to help enrich the Middle Years programme.
- To take a physical inventory of current year's stock in order to plan and budget for the upcoming school year.
- To present and manage a budget for purchases, how resources will be utilised and allocated.
- To collect final submission of overseas purchase orders for following school year from all teachers in the Middle Years to meet deadlines set by the SLT.

Coordinating and disseminating for consistent and effective communication

- To lead in the creation and dissemination of a composite Middle Years newsletter or ensure that each class teacher is creating and disseminating a newsletter on a regular basis to inform parents about upcoming school events, current and upcoming IMYC units and Math, Literacy and Biblical Foundation topics to be integrated with the IMYC units.
- To act as a point person to represent issues and concerns on all school-related matters (including grievances) between the SLT and Middle Years teachers.
- To actively advocate for the Middle Years students and promote the programme to parents in the school and the wider community.

Participating as a team member working with admissions for Middle Years

- To assist in the interview process for both new students and transfer students; providing feedback to the Admissions Team.
- Actively support students exiting to Secondary school by coordinating counselling and references for applications.

Attending meetings held by Principal

- To support Principal regarding school matters and serve as a liaison between the SLT and Middle Years teachers.
- To support SLT and other middle-leaders in the school in promoting a culture of excellence, learning and collaboration.

Leading by example

- To lead prayer and provide moral and professional support for colleagues in the Middle Years on a regular basis.
- To lead by example in all matters of self-conduct.
- To maintain positive attitude and moral conduct.

Job Description – Middle Years Teacher

Job Purpose

To provide a high quality teaching and learning environment, based upon Biblical Worldview principles that facilitate whole-child development where teachers seek, by personal example, to inspire students in Christian faith and living in the school community. Teachers are expected to support and promote the Generations & School 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 programme of education in the Middle Years:

- Builds solid foundations of God's love through a Biblical worldview curriculum, empowering students to follow Jesus Christ and know His word.
- Is in accordance with the requirements of the Education Bureau of Hong Kong and other relevant government departments.
- Promotes equality as an integral part of the programme and treats everyone with fairness and dignity.

Planning & Teaching:

- To enable students to make excellent progress in all learning areas, providing a solid foundation for all aspects of education.
- To plan opportunities to develop the social, emotional and cultural aspects of students' learning.
- To create and manage a caring, engaging, purposeful and stimulating environment which is conducive to student's learning, and which is regularly reviewed and continually developed.
- To ensure that Generations and School values and personal goals are reflected in daily practice and teaching content.
- To plan and prepare lessons in order to deliver the International Curriculum, ensuring breadth and balance; introducing best practices, high quality resources and enriching school programmes.
- To model and promote international experiences in the learning environment.
- To stay up to date with changes and developments in the structure of the curriculum and pedagogy of teaching.
- To identify clear teaching objectives and learning outcomes for students, with appropriate challenge and high expectations.
- To organise and manage groups of 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 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 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 deliver class chapel/assembly as required.
- 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).
- 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 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 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 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:

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