

## **Mandarin Teacher in the Primary School (Prep School)**

Epsom College in Malaysia is looking for a well-qualified, highly motivated and committed Mandarin teacher starting in January 2019. The successful candidate must have:

- Minimum of a Bachelor's degree in Chinese language and/or literature.
- Minimum of three years teaching experience in a local and/or international school.
- Excellent communication skills in Mandarin and English (written & spoken).
- A successful track record in teaching and learning and an ability to create a caring and nurturing classroom environment.

In addition, the ability to teach in both the Primary and Senior schools is desirable.

### **JOB DESCRIPTION**

#### **TEACHER**

Line Managed by: Head of the Mandarin Department

#### **Specific Tasks:**

- To plan, deliver and reflect upon lessons in accordance with Departmental and College policy
- To assist with the production of Schemes of Work (SOW), Assessment Objectives (AO) and other relevant documents as required by the Head of Department
- To set appropriate homework (prep) and classroom assessments and exercises according to the Departmental and College timetable and guidelines
- To mark and provide constructive feedback to pupils on assessment exercises, following Departmental and College policy
- To ensure that the College Learning and Teaching Values are reflected in planning and practice
- To engage fully in the College CPD and lesson observation programme
- To set realistic and ambitious targets for pupils taking into account prior performance and EAL abilities
- To promote literacy at all times inside and outside the classroom
- To promote and maintain a positive learning environment at all times, including maintenance of good behaviour and positive relationships

- To promote good behaviour and social responsibility in the wider College environment
- To maintain communication with the EAL and SEN departments to ensure full knowledge of individual student needs and to report concerns as appropriate
- To ensure that in the event of the teacher's absence appropriate work is set, with clear instructions to pupils and cover staff, keeping the Head of Department informed
- To promote enthusiasm for the subject and by example inspire pupils with a love of learning
- To maintain regular contact with parents regarding pupil progress, ensuring that the Head of Department and other relevant staff are kept informed
- To act as a House Tutor as required, providing outstanding pastoral care for pupils, including careers and HE guidance
- To be aware of and uphold appropriate House procedures as required by the Housemaster/mistress
- To act as a positive role model for pupils at all times
- To be familiar with and uphold all College aims, values and policies at all times
- To attend all staff meetings, weekly briefings and INSET sessions
- To attend all relevant Parent-Teacher consultations
- To attend and contribute to all College Open Days
- To be aware of and responsible for upholding College Health and Safety policies and procedures
- To be aware of and uphold the College Staff Room Handbook and Code of Conduct
- To set the appropriate tone around the College in respect of dress, punctuality, conduct, manners and environmental awareness
- To participate fully in the co-curricular programme
- To be available for a maximum of one weekly boarding duty and one termly weekend boarding duty
- To carry out other duties as reasonably expected by the Headmaster