# SECONDARY SUBJECT TEACHER
# JOB DESCRIPTION

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| **LOCATION** | Nord Anglia International School Shanghai Pudong |
| **JOB PURPOSE** | Secondary Subject Teacher |
| **REPORTING TO** | Head of Department |
| **DIRECT REPORTS** | Teaching Assistant |
| **OTHER KEY RELATIONSHIP** | Principal, Head of Secondary, Assistant Heads, Admissions and Marketing |

| KEY RESULT AREA | MEASUREMENT OF PERFORMANCE |
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| **Learning and Teaching** | |
| ▪ Teach allocated students so that they achieve the best they can by:<br>▪ Using teaching methods which will inspire and engage students and challenge their intellectual curiosity including the use of effective and purposeful questioning;<br>▪ Setting high expectations of students' behaviour and manners, through well focused teaching and through positive and productive relationships in accordance with the rules and behaviour policy of the school;<br>▪ Planning and preparing well-resourced lessons with clear teaching objectives, which lead to achievable but challenging learning outcomes for all students;<br>▪ Ensuring that every student receives suitable academic challenge in every lesson and makes progress in their learning;<br>▪ Work with colleagues to constantly share, reflect and improve classroom practice and develop the curriculum with the aim of improving teaching and learning across the school;<br>▪ Positively targeting and supporting individual learning needs;<br>▪ Effectively using homework and other extra-curricular learning opportunities;<br>▪ Establishing a purposeful and safe learning environment;<br>▪ Effectively managing other adults in the classroom. | ▪ Teaching and learning is of a constant high quality<br>▪ Pupils are able to take responsibility for their own learning.<br>▪ Appropriate planning in place for all subjects taught<br>▪ Evidence of our Be Ambitious philosophy through planning, delivery and student outcomes<br>▪ Teaching promotes a "love of learning" with students. |
| **Monitoring, Assessment, Recording, Reporting** | |
| ▪ Providing purposeful and regular feedback to all students so that they understand how to improve upon their own | ▪ Evidence that all students are aware of the progress they are |

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| learning;<br>▪ Conduct ongoing assessment of students using the school's chosen method of recording and tracking;<br>▪ Analyse assessment data on a regular basis identifying individual students and cohorts of students who require further support/challenge;<br>▪ Set challenging targets for all students as a result of data analysis ensuring a percentage increase of progress year on year;<br>▪ Producing informative reports for parents, in a professional manner based upon tracking and assessment procedures adhered to within the school;<br>▪ Meeting with parents and other interested parties as and when required, to discuss individual student progress;<br>▪ Be accountable for the learning outcomes of the students in your lessons. | making and what they need to do next to make further progress<br>▪ Clear evidence of student tracking through documentation<br>▪ Reports completed in a timely fashion and written in a professional manner<br>▪ Regular moderation conducted<br>▪ Data analysis conducted effectively which results in improved performance of all students in the class |
| **Pastoral Duties** | |
| • Establish a purposeful and safe learning environment for all students;<br>• Ensure all health and safety procedures are followed with regards to student safety;<br>• Always attend scheduled duties and in case of absence organise cover;<br>• Promote the general progress and well-being of individual students and in the role of form tutor<br>• Register students, attend assemblies, deliver the Guidance programme and encourage the attendance of pupils at all lessons and their participation in other aspects of school life<br>• Contribute to the preparation of Action Plans and progress files and other reports;<br>• Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;<br>• Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff. | • All relevant health and safety documentation completed accurately and acted upon<br>• Effective and immediate communication with staff and parents regarding student welfare<br>• All timetabled duties attended to in a vigilant and timely manner |
| **Extra-Curricular Activities** | |
| • Support the life of school beyond the classroom<br>• Lead revision sessions as required, including after-school and at weekends<br>• Attend subject and year group residential activities as required<br>• Contribute to house system | • Engaged students in all areas of school life<br>• Support and contribution beyond timetabled lessons |

| Personal Development | |
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| ▪ Take responsibility for your own professional development and keep up to date with research and developments in pedagogy;<br>▪ Engage with fellow colleagues on Nord Anglia University | ▪ Improved personal performance<br>▪ Performance appraisal<br>▪ Personal Development Plan |
| **PERSONAL SPECIFICATIONS – Skills Knowledge and Experience** | |
| ▪ Qualified to degree level or above | Essential |
| ▪ Qualified Teacher Status | Essential |
| ▪ Minimum of two years teaching experience | Essential |
| ▪ Detailed knowledge of English National Curriculum | Essential |
| ▪ Evidence of active participation in CPD | Essential |
| ▪ Detailed understanding of AFL strategies to assess needs and inform planning | Essential |
| ▪ Adapts teaching to respond to the strengths and needs of all pupils | Essential |
| ▪ Proven track record of ensuring valued added progress | Essential |
| ▪ Ability to achieve highest levels of exam success | Essential |
| ▪ Can demonstrate a commitment to developing all aspects of school life | Essential |
| ▪ Evidence of consistent high quality teaching and learning | Essential |
| ▪ Ability to create a positive, challenging learning environment | Essential |
| ▪ Evidence of good classroom management skills | |
| ▪ Evidence of teaching students with English as an additional language | Desirable |
| ▪ Ability to integrate technology into the learning environment | Desirable |
| ▪ Ability to offer a second subject | Desirable |
| ▪ Previous experience delivering IBDP and I/GCSE | Desirable |
| **Personal Attributes** | |
| ▪ High levels of personal integrity<br>▪ Conscientious and able to focus on completing work to a consistently high standard<br>▪ Flexible and positive approach to work<br>▪ Excellent organisational and time-management skills; high attention to detail<br>▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved<br>▪ Adaptable to working in a fast paced ever changing environment<br>▪ Ability to work under pressure and remain calm<br>▪ Proactive and willingness to take on multiple tasks<br>▪ Self-motivated and enthusiastic<br>▪ Ability to work independently<br>▪ Must be a team player, willing to help and be flexible<br>▪ Continually strive for improvement | |
| **Other** | |

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in China.
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

| PHILOSOPHY AND VALUES | |
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| **We are ambitious for our students, our people and our family of schools. We believe that:**<br>▪ There is no limit to what every person can achieve.<br>▪ Creativity and challenge help us get better every day.<br>▪ Learning should be personalised.<br>▪ Unique global opportunities enhance the learning experience.<br><br>**The NAE Commitment**<br>At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition.** These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.<br><br>**Promote and embodies** ***The CORE 7 Leadership Capabilities:***<br>▪ **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.<br>▪ **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction<br>▪ **Collaborative** – Works collaboratively with others to achieve organisational outcomes<br>▪ **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success<br>▪ **Enabling** – Drives excellence through valuing and developing others<br>▪ **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment<br>▪ **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations | ▪ Role-model the 'Be Ambitious' philosophy each day<br>▪ Feedback as a valued member of the team and the wider organisation |

Dear Applicant,

Nord Anglia Education is the world's leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.