

## SECONDARY SUBJECT SPECIALIST TEACHER JOB DESCRIPTION

<b>LOCATION</b>	<b>Léman International School Chengdu (LIS)</b>
<b>JOB PURPOSE</b>	To implement and deliver the IB programmes, according to the age, aptitude and abilities of the students being taught.
<b>REPORTING TO</b>	Secondary Leadership Team
<b>DIRECT REPORTS</b>	Teaching Assistant if appropriate
<b>OTHER KEY RELATIONSHIP</b>	Parents, Students

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>▪ Support and represent the school whilst on site; in the wider community and always be a good ambassador for LIS and Nord Anglia Education.</li> <li>▪ Actively and enthusiastically contributes beyond the classroom in the wider context of the school community.</li> <li>▪ Establishes and maintains positive, respectful, ethical and collaborative relationships with students, parents and colleagues.</li> <li>▪ Shows the highest regard and respect for others; the culture and traditions, heritage, language and the regulatory framework/requirements of the country of location.</li> <li>▪ Get involved and step up to lead the school and extracurricular activities, participating in NAU, promotional activities, school workshops and PA events.</li> <li>▪ Actively seeks to use Global Campus and social media to encourage collaboration across schools helping students towards global citizenship.</li> <li>▪ Forge positive professional relationships and work with parents in the best interests of the students making the education, wellbeing and safeguarding of students, her/his first concern.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent Feedback Survey</li> <li>▪ Student Feedback Survey</li> <li>▪ Parental satisfaction</li> <li>▪ Student re- enrolment in the school</li> </ul>

<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>▪ Understands and applies a range of effective classroom management strategies.</li> <li>▪ Understands and applies a range of teaching strategies.</li> <li>▪ Positively targets and supports individual learning needs.</li> <li>▪ Maintains a high level of behaviour, discipline and respect for others.</li> <li>▪ Effectively uses homework and other extra-curricular learning opportunities.</li> <li>▪ Fostering high expectations for all students across all teaching areas</li> <li>▪ Effectively managing other adults in the classroom.</li> <li>▪ Use performance data to evaluate students' progress and set appropriate targets for improvement.</li> <li>▪ Have extensive knowledge and use informal and formal assessment to refine practice and promote the highest outcomes.</li> <li>▪ Report on progress to all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance Management</li> <li>▪ Lesson Observation</li> <li>▪ Work scrutiny</li> <li>▪ Pupil achievement measures</li> <li>▪ Standardised testing Scores</li> </ul>
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>▪ Has a well-developed, extensive knowledge of subject specialism and related pedagogy.</li> <li>▪ Conceptualises and plans well-structured lessons and programmes that engage, inspire and stretch students; encouraging them to be ambitious.</li> <li>▪ Has high expectations of behaviour, establishes leadership in the classroom and uses a variety of management strategies to ensure effective and productive classes for students.</li> <li>▪ Has maintained an up to date knowledge of good practice in teaching techniques.</li> <li>▪ Have an awareness of wider curriculum developments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contribution to department</li> <li>▪ Compliance with school and departmental policies and procedures</li> <li>▪ Student feedback Survey</li> </ul>
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>▪ Undertake professional development to enhance teaching and learning.</li> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance Management</li> <li>▪ Lesson Observations</li> <li>▪ CPD records</li> <li>▪ Improved performance</li> </ul>

<ul style="list-style-type: none"> <li>Prepared to support colleagues in their professional development through a process of sharing and collaboration</li> </ul>	
<b>PERSONAL – Skills Knowledge and Experience</b>	
<b>Qualifications/Training</b>	
<ul style="list-style-type: none"> <li>First degree to at least Bachelor level</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Detailed knowledge of the relevant curriculum</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Evidence of participation in CPD</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Teaching degree or qualification with QTS</li> </ul>	Essential
<b>Experience / Knowledge</b>	
<ul style="list-style-type: none"> <li>Minimum of 2 years teaching experience</li> </ul>	Essential
<ul style="list-style-type: none"> <li>An understanding of safeguarding and child protection issues</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Effective behaviour management strategies</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Detailed understanding of assessment and the effective use of data to</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Adapts teaching to respond to the strengths and needs of all students</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Has high expectations which inspire, motivate and challenge students</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Proven track record of ensuring good progress and outcomes for</li> </ul>	Essential
<b>Skills</b>	
<ul style="list-style-type: none"> <li>Ability to use ICT effectively to promote learning and engage students</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Involvement in and commitment to all aspects of school life</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to create a stimulating teaching and learning environment</li> </ul>	Essential
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>High levels of personal integrity.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Excellent organisational and time-management skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to work under pressure and remain calm</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Willingness to take on multiple tasks</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Self-motivated and enthusiastic</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to work independently</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Continually strive for improvement</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Adaptable to working in a fast paced ever changing environment</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Conscientious and able to focus on completing work to a consistently</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to work to tight deadlines and able to prompt others to ensure</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to work under pressure and remain calm</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Flexible and positive approach to work</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Must be a team player</li> </ul>	Essential

#### 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.
- Willingness to undertake appropriate child protection training when required

#### PHILOSOPHY AND VALUES

##### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

##### **The NAE Commitment**

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.

##### **Promote and embody *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation