

ENGLISH TEACHER JOB DESCRIPTION

LOCATION	The British School of Nanjing	
JOB PURPOSE	To teach pupils assigned to your class within the school and carry out duties as required by the Head of Secondary. Ensure that planning, preparation, recording, assessment, and reports meet the expectations of the school. To actively contribute to wider school development and growth. Demonstrate thorough curriculum knowledge. Demonstrate a proactive approach towards professional development.	
REPORTING TO	Head of Secondary/Head of English	
DIRECT REPORTS		
OTHER KEY RELATIONSHIPS	Internal: <ul style="list-style-type: none"> ▪ School Principal ▪ School Senior Leadership Team (SLT) ▪ Teachers and students ▪ Language Team 	External: <ul style="list-style-type: none"> ▪ Parents
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY		
<ul style="list-style-type: none"> ▪ Promotes excellence, equality, collaboration, and high expectations for students ▪ Represents the school’s values in every interaction with students, parents, and colleagues ▪ Acts as an advocate for the school in the wider community 	<ul style="list-style-type: none"> ▪ Parent Survey / Feedback 	
LEARNING AND TEACHING		
<ul style="list-style-type: none"> ▪ Engages and challenges student learning through questions and discussion techniques and proven-pedagogical strategies ▪ Knows where students stand as individuals, responds to their needs and evaluates and tracks progress ▪ Creates a culture of learning and manages student behaviour to ensure an environment of respect and collaboration 	<ul style="list-style-type: none"> ▪ Lesson review 	
PLANNING AND PREPARATION		
<ul style="list-style-type: none"> ▪ Sets clear instructional outcomes ▪ Demonstrates expertise in content/ discipline with the ability to translate into coherent instruction ▪ Design lesson plans, activities and assessments that are aligned to the school's curriculum and that engage students 	<ul style="list-style-type: none"> ▪ Line Manager Feedback 	

PROFESSIONAL AND PERSONAL DEVELOPMENT	
<ul style="list-style-type: none"> ▪ Participates in extra-curricular duties that assist in growing the school i.e. fundraising, managing activities , etc. ▪ Contributes to the professionalism of instruction through engagement in PD, sharing of best practices and willingness to coach others ▪ Reflects on their own practice, is open to feedback and dedicated to developing professionally 	<ul style="list-style-type: none"> ▪ Personal Development
OTHER	
<ul style="list-style-type: none"> ▪ 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 a willingness to undertake appropriate child protection training when required. 	
PERSONAL SPECIFICATIONS	
<ul style="list-style-type: none"> ▪ Integrate technology into the classroom experience to enhance and extend the learning of students ▪ Successfully teach students using technology in a virtual/hybrid environment ▪ Demonstrate creativity in teaching a topic-based curriculum in an international setting ▪ Demonstrable commitment to developing all aspects of school life ▪ Offer additional skills that can add to our rich extra- curricular programme ▪ Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations. ▪ Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures. ▪ Excellent analytical skills – with the passion and drive to demonstrate and quantify success. ▪ Results orientated with the ability to consistently map efforts against identified KPIs. ▪ Excellent time management skills and flexibility in dealing with multi-functional tasks. ▪ You'd like to work in a purpose-led sector. 	
PERSONAL ATTRIBUTES	
<p>As our teammate, here's what we expect:</p> <ul style="list-style-type: none"> ▪ High levels of personal integrity ▪ Conscientious and able to focus on completing work to a consistently high standard ▪ Flexible and positive approach to work ▪ Excellent organisational and time-management skills; high attention to detail ▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved ▪ Adaptable to working in a fast-paced, ever-changing environment ▪ Ability to work under pressure and remain calm ▪ Proactive and willingness to take on multiple tasks ▪ Self-motivated and enthusiastic ▪ Ability to work independently ▪ Must be a team player, willing to help and be flexible ▪ Continually strive for improvement 	
CREATE YOUR FUTURE	

We're [Nord Anglia Education](#), one of the world's largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.