

<b>LOCATION</b>	Nord Anglia International School Shanghai Pudong
<b>JOB TITLE</b>	<b>Head of Global Languages and Languages teacher</b>
<b>JOB PURPOSE</b>	To lead a team of language teachers across the school, and to ensure that they deliver high quality teaching to meet the needs of all learners. To ensure that the team adhere to all school policies and guidelines, and that all administrative requirements are met in a timely manner. To teach assigned classes of students, ensuring that planning, preparation, recording, assessment and reporting are in line with school guidelines and meet the students' varying learning and social needs.
<b>REPORTING TO</b>	SLT
<b>DIRECT REPORTS</b>	
<b>OTHER KEY RELATIONSHIPS</b>	Principal Heads of School IB Coordinator Deputy Heads Parents Students
<b>PACKAGE</b>	Competitive remuneration and benefits based on experience
<b>KEY RESULT AREA</b>	
<p><b>Core Requirements of the Post</b> In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> <li>▪ Inspire trust and confidence in students, colleagues and parents;</li> <li>▪ Lead their team effectively;</li> <li>▪ Engage and motivate students;</li> <li>▪ Continually strive to develop the quality of students' learning;</li> <li>▪ Use the pupil tracking and monitoring process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities;</li> <li>▪ Contribute to the school improvement / development planning and promote the learning priorities of the school SDP;</li> <li>▪ Promote the wider aspirations and values of the school.</li> </ul>	
<p><b>Planning, Teaching and Class Management</b></p> <p>Teach students across a broad spectrum of age ranges including Primary pupils, so that they achieve the best they can by:</p> <ul style="list-style-type: none"> <li>▪ Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;</li> <li>▪ Positively targeting and supporting individual learning needs;</li> <li>▪ Maintaining high levels of behaviour and discipline;</li> <li>▪ Effectively use learning beyond the classroom opportunities;</li> <li>▪ Establishing a purposeful and safe learning environment;</li> <li>▪ Using modern technology to enhance learning opportunities.</li> </ul>	
<p><b>Monitoring, Assessment, Recording, Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Make effective use of formative and summative assessment to plan challenging learning opportunities for all students;</li> <li>▪ Monitor and record students' learning to ensure they remain on track to achieve challenging targets;</li> <li>▪ Report on progress to all stakeholders.</li> </ul>	

### **Pastoral Duties**

- Establish a purposeful and safe learning environment for all students;
- Promote the general progress and well-being of individual students and of the tutor group as a whole;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, liaising with other staff as appropriate.

### **Extra Curricular Activities**

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.

### **Personal Development**

- Continual development through the identification and implementation of your own personal development plan.
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact/share outcomes with colleagues.

### **Other Requirements**

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team.

Promote and adhere to Nord Anglia Education's vision and values:

- Opportunity – For us, opportunities need to be meaningful, about achieving potential and making progress.
- Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right

## PERSON SPECIFICATIONS

<b>Qualifications/Training</b>	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher Status	Essential
<b>Experience / Knowledge</b>	
▪ Proven track record with at least five years' teaching experience	Essential
▪ Experience of working with Primary age and Post 16 language learners	Desirable
▪ Experience of teaching the IBDP	Desirable
▪ Demonstrable evidence of innovating and adapting curricular to engage children and enable them to perform highly	Essential
▪ Experience of delivering UK National Curriculum	Desirable
▪ Working in partnership with parents	Essential
▪ Experience of leading a large and diverse team	Essential
▪ Experience of working with non-European languages	Desirable
<b>Skills</b>	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
<b>Personal Attributes</b>	
▪ High levels of personal integrity.	Essential
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to professional development	Essential
▪ Understand the complex and demanding environment of an international school community	Desirable

### **OTHER CONDITIONS**

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