

<b>LOCATION</b>	The British School of Beijing, Shun Yi Campus
<b>JOB TITLE</b>	<b>Secondary Subject Specialist Teacher</b>
<b>JOB PURPOSE</b>	To implement and deliver the UK National Curriculum and/or IGCSE/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 RELATIONSHIPS</b>	Parents, Students
<b>PACKAGE</b>	Competitive

### **Core Requirements of the Post**

To be an effective professional who demonstrates thorough curriculum knowledge, teaches and assesses effectively, takes responsibility for professional development and has pupils who achieve well through the Be Ambitious agenda that is a core Nord Anglia Education expectation.

The person appointed will:

- inspire trust and confidence in students and colleagues;
- build team commitment with colleagues and in the classroom engage and motivate pupils;
- demonstrate analytical thinking;
- improve the quality of students' learning;
- contribute to departmental improvement / development planning and promote the learning priorities of the school development plan;
- contribute to the development and / or implementation of school policies;
- use the student tracking and reporting process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- promote the wider aspirations and values of the school.

### **KEY RESPONSIBILITIES**

### **MEASURES OF PERFORMANCE**

#### **Planning, Teaching and Class Management:**

Plan their teaching to achieve progression of learning through:

- understanding and applying effective classroom management;
- understanding and applying a range of teaching strategies;
- positively targeting and supporting individual learning needs;
- maintaining high levels of behaviour, discipline and respect for others;
- effectively using homework and other extra-curricular learning opportunities;
- fostering appropriate consistent progress and high expectations
  - for all students
  - across all teaching areas
- effectively managing other adults in the classroom.

- Pupil achievement measures
- Standardised testing
- Parental satisfaction
- Student re-enrolment in the school
- Performance Management
- Lesson Observation and work scrutiny

<p><b>Monitoring, Assessment, Recording, Reporting:</b></p> <ul style="list-style-type: none"> <li>• use performance data to evaluate students' progress and set appropriate targets for improvement;</li> <li>• use assessment to inform planning and teaching;</li> <li>• report on progress to all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• As above under Planning, Teaching and Class Management</li> </ul>
<p><b>Pastoral Duties:</b></p> <ul style="list-style-type: none"> <li>• be a form tutor to an assigned group of students;</li> <li>• promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;</li> <li>• liaise with Pastoral Leaders to ensure the implementation of the school's pastoral system;</li> <li>• register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;</li> <li>• contribute to the preparation of Action Plans and progress files and other reports;</li> <li>• alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;</li> <li>• 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;</li> <li>• contribute to PSHE and citizenship according to school policy;</li> <li>• Take part in residential activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety of pupils</li> <li>• Parental satisfaction – including through parent surveys</li> <li>• Operation of IEPs and other support mechanisms</li> <li>• Success in achieving Higher Education/career goals for students as appropriate</li> </ul>
<p><b>Other Professional Requirements:</b></p> <ul style="list-style-type: none"> <li>• support and represent the school whilst on site and also in the wider community and always be a good ambassador for BSB and Nord Anglia Education;</li> <li>• have a working knowledge of teachers' professional duties as specified in the school handbook;</li> <li>• operate at all times within the stated policies and practices of the school;</li> <li>• maintain an up to date knowledge of good practice in teaching techniques;</li> <li>• know subject(s) or specialism(s) to enable effective teaching;</li> <li>• take account of wider curriculum developments;</li> <li>• communicate learning objectives;</li> <li>• fulfil the working hours stated in the Employee contract;</li> <li>• undertake professional development to enhance teaching and learning;</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with school and company policies and procedures</li> <li>• Contribution to wider school activities such as ASAs</li> </ul>

**Personal Development:**

- Continual development through the identification and implementation of your own Personal Development Plan

- Improved performance
- Performance appraisal
- Personal Development Plan

**General:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Principal or Headteacher and member of staff, to be reviewed annually.

**As a member of the Nord Anglia Education community:**

- Promote and adhere to the Company 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
- All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation
- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation

## PERSON SPECIFICATION

<b>Qualifications/Training</b>	
▪ First degree to at least Bachelor level	Essential
▪ Detailed knowledge of the relevant curriculum	Essential
▪ Evidence of participation in CPD	Essential
▪ Teaching degree or qualification with QTS	Essential
<b>Experience / Knowledge</b>	
▪ Minimum of 2 years teaching experience	Essential
▪ An understanding of safeguarding and child protection issues	Essential
▪ Effective behaviour management strategies	Essential
▪ Detailed understanding of assessment and the effective use of data to inform planning and promote student progress	Essential
▪ Adapts teaching to respond to the strengths and needs of all students	Essential
▪ Has high expectations which inspire, motivate and challenge students	Essential
▪ Proven track record of ensuring good progress and outcomes for students	Essential
<b>Skills</b>	
▪ Ability to use ICT effectively to promote learning and engage students	Essential
▪ Involvement in and commitment to all aspects of school life	Essential
▪ Ability to create a stimulating teaching and learning environment	Essential
<b>Personal Attributes</b>	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

### OTHER CONDITIONS

Successful candidates must hold current Disclosure and Barring Service clearance or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in China. These currently include a post-graduate teaching qualification followed by at least 2 years of teaching experience.