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包玉刚实验学校
YK PAO SCHOOL

YK Pao School

Shanghai, China

Upper Primary Homeroom Teacher

For August 2025

YK Pao School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. References, background checks and criminal record checks will be required.

Applicants will be required to fill in an application form for details of educational and professional background and history. Trained interviewers for safe recruitment will participate in the interviews. Reports from government agencies regarding police records and safeguarding records are required. Prospective applicants will undertake rigorous reference check. Open reference or open testimonies will not be accepted. All staff members are trained at least annually for safeguarding policy including identifying, reacting and reporting process.

Applications are invited as soon as possible as we will be beginning online interviews shortly.

Job Description:

Primary/Elementary school teacher. YK Pao School is a unique bilingual school in Shanghai, offering a blended Shanghai and bespoke International curriculum. Students are immersed in a two way Chinese and English programme and teachers are required to teach fewer subjects than in a more traditional International/Western educational setting. We are currently seeking experienced and innovative educators who preferably have some experience of bilingual education to join us for the 2023-2024 Academic year.

Key Responsibilities:

1. Teaching and Learning

Plan, teach and evaluate classes as designated by subject coordinators;
Ensure that teaching and learning is aligned with the school's bespoke curriculum model;
Set up reasonable proximal goals for students based on curriculum requirements; teach students in accordance with their aptitude;
Differentiate learning to cater for full range of student needs to ensure they are engaged and challenged;
Use technology to enhance learning and help students develop the necessary skills and confidence in this area;
Organize related activities outside of the classroom to enhance student learning and development;
Respect the bi-lingual environment and cater to language needs of both native and second language learners;
Communicate proactively with colleagues and parents regarding students' learning;

2. Classroom and Behavior management

Develop a close and supportive relationship with students under your care; establish a rapport which enhances learning;
Help deliver the pastoral programme (Character Education, Positive Discipline);

Be a positive role model for all students in the school and recognize your responsibility for their well-being and development;
Establish a classroom environment where students feel safe and comfortable to take risks;
Ensure that classroom/school resources are well prepared and managed;
Implement and ensure students follow the School's behavior policy;
Ensure that all students are treated equitably with respect and fairness;
Acknowledge children's improvement and effort rather than just result or achievement;

3. Relationship management

Work co-operatively and supportively with other staff;
Share information, ideas and resources with colleagues and line managers in the best interests of students;
Build trusting, collaborative and respectful working relationship with parents in order to co-educate students;

4. Administrative Duties

Fulfill the administrative functions of classroom management e.g. attendance, routines, absences
Ensure assessment data is shared and archived;
Communicate in a timely fashion with parent/caregivers regarding student learning and well-being;

5. Contribution to Wider School Life

Uphold and fulfil the school's professional standards;
Support and uphold the school's excellent reputation in the wider community;
Fulfil the school ethos by focusing on whole person education, internationalism appreciation of Chinese culture;

Job requirements:

1. Bachelors of Education or PGCE and a degree in the subject area that you teach
2. 2+ years teaching experience in full-time school
3. International experience
4. Bilingual \ Bicultural teaching experience is preferred
5. Teaching qualification
6. Native English (for international staff)
7. Excellent communication skills
8. Proficiency in/knowledge of a second language (desirable)
9. Team player
10. Flexible and adaptable

Attractive Remuneration Package:

1. Competitive salary
2. Comprehensive International medical insurance (except US)
3. Pension contribution
4. Housing allowance
5. Flight allowance

For more information please visit: www.ykpaoschool.cn