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包玉刚实验学校
YK PAO SCHOOL

YK Pao School
Shanghai, China
Middle School Director of Teaching and Learning
For August 2027

Primary Responsibilities:

YK Pao School is committed to safeguarding and promoting the welfare of children, and requires all staff to always respect this commitment, regard it as their own responsibility, and evaluate the work all-round from the perspective of children's safety. To comply with, participate in and implement the work and requirements of child protection is the primary task of all staff members. At the same time, the school expects the staff to take the initiative and contribute to the school community and school's development in a wider range.

Keep abreast of the latest national laws and regulations, industry norms, certification (such as CIS/WASC) standards related to the business within your responsibilities, maintain a high level of professional ethics and requirements, and ensure that management decisions, policy making and work practices fully comply with the above regulations, standards and requirements; Revise relevant internal policies, procedures and the release of information in time when relevant regulations and requirements are changed or updated, and remind promptly relevant personnel and departments within the school to ensure that the school operation is always in compliance.

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

Position Overview:

The Director of Teaching & Learning provides strategic leadership for pedagogy, professional growth, and teaching quality across the school. This role drives innovation, consistency, and excellence in teaching practice while fostering a collaborative culture of professional learning. The DTL works closely with the Deputy Principal (Academics) to ensure operational systems support outstanding teaching and learning.

Main Job Responsibilities:

1. Pedagogical Leadership

- Lead the development and implementation of high-quality teaching and learning practices across all subjects and year groups.
- Promote effective assessment, feedback, and differentiation strategies to optimize student learning.
- Model exemplary teaching practice and mentor staff in pedagogy, classroom management, and inclusive education.
- Stay informed of current research, trends, and innovations in education and integrate best practices into school programs.

2. Professional Development & Induction

- Design, coordinate, and deliver professional learning programs, workshops, and in-service training tailored to staff needs.
- Lead the induction program for new staff, emphasizing pedagogical approaches, learning culture, and school expectations.
- Participate in recruitment interviews to assess candidates' pedagogical alignment and potential contribution to the school's teaching culture.

3. Curriculum & Co-Curricular Support

- Support line-managed departments and Curriculum Coordinators in curriculum review, development, and enhancement.
- Collaborate with the Deputy Principal (Academics) on timetable design and scheduling to maximize teaching and learning effectiveness.
- Oversee the quality and alignment of the co-curricular activities (CCA) program with academic objectives.
- Collaborate with the Director of Athletics to ensure the Competitive Sports program complements academic and learning goals.

4. Assessment & Data Use

- Support teachers in using data effectively to inform instructional planning and improve classroom outcomes.
- Contribute to school-wide discussions on assessment strategies, grading policies, and reporting practices.
- Monitor the impact of pedagogical initiatives on student achievement and provide evidence-based recommendations.

5. Line Management

- Directly manage the Heads of Department for the following subject areas: English, Math, Science, and Individuals & Societies.
- Provide coaching, guidance, and regular feedback to line-managed staff to support professional growth and instructional improvement.

6. Teacher Evaluation & Development

- Coordinate teacher appraisal processes for line-managed staff, ensuring alignment with school standards and objectives.
- Collaborate with the Deputy Principal (Academics) to maintain consistency and fairness in teacher evaluations.
- Identify professional development needs and opportunities, fostering a culture of continuous learning and reflection.

7. Community & Communication

- Lead or contribute to parent workshops, information sessions, and communications on pedagogy, study skills, and learning practices.
- Support consistent messaging to parents and the wider community regarding teaching priorities, curriculum changes, and learning outcomes.
- Serve as an academic ambassador, representing the school in pedagogical networks and professional communities.

Job requirements:

- Master' Degree
- 3+years of experience as a middle or senior level school leader
- 3+ years of experience in coaching and mentoring teachers
- 3+ years of experience implementing and leading Professional Development
- 10+ years teaching experience preferred
- Valid teaching certificate
- Strong communication skills in English and bilingual is preferred

Attractive Remuneration Package:

1. Competitive Salary
2. Comprehensive International medical insurance (except US)
3. Pension Contribution
4. Housing Allowance
5. Flight Allowance
6. Relocation Allowance

For more information please visit: https://www.ykpaoschool.cn