

# 加入我们 — 职位信息

## Join us — Vacancy Information



包玉刚实验学校  
YK PAO SCHOOL

**YK Pao School**

**Shanghai, China**

**High School English Teacher (IBDP & IGCSE)**

**For August 2024**

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.

### **Main Responsibilities:**

1. Teach according to the class schedule developed by the Academic Affairs Office.
2. Contribute to the pastoral care program, whether living off or on campus.
3. Support the co-curricular program.
4. Serve as a tutor to a group of students if required.

**Academics:** An FTE teacher will teach a work load to be determined by the needs of the School but typically 16 -18 hours of instruction per week. The teacher shall be responsible for the full delivery of the curriculum in their subject area and, under the supervision of Subject Department Head and the Deputy Principal, complete all administrative and teaching duties to ensure student advancement within the School's sequence of study. Teachers will also be expected to pursue professional development opportunities, with the support of the School, to improve and perfect their craft.

**Afternoon Activity:** An FTE teacher will supervise and/or lead a co-curricular activity during the activity time. Working under the supervision of the Director of Co-curricular Activities, a teacher will typically be asked to participate in 2 co-curricular activity periods per week.

**Residential Program:** An FTE teacher who lives on campus and is a fulltime dorm parent will reside in School housing and will supervise evening hours in the dorms (houses) according to duty arrangements as set by the Dean of Student Life and ensure the health and safety of the students in their charge. The teacher is responsible for following School residential policy and maintaining good communication with all other faculty members who conduct duty in the same house. An FTE teacher who lives off campus will do one evening duty per week as assigned by the Dean of Student Life.

**Pastoral:** An FTE teacher will be expected to advise a group of students during the school year. The tutor will meet with the students on a regular basis and will lead pastoral program with them. The tutor will also work to individually support the needs and interests of the students. Finally, the tutor will communicate with parents on a regular basis and will act as a main conduit of communication between the School and the family.

**ER (Extra Responsibility) Position:** Appointment to a stipended ER position may involve modifications to the above duties and reporting line. Such modifications will be summarized in a supplemental document.

**Job Requirements:**

1. Bachelor's degree in related field required, advanced degree(s) preferred
2. 3+ years experience from an accredited School
3. Experience working in an International School and/or setting a plus
4. Experience working in residential setting (School, camp, International travel supervision)
5. Experience supervising an afternoon activity. Athletic Coaching or personal sport interest preferred
6. Experience participating in pastoral program
7. Good communication skills (spoken and written). Training in student support preferred

**Certificates:**

1. Valid teaching certification is mandatory
2. Teaching Degree strongly preferred
3. Experience with second language learners preferred

**Others:**

1. Bi-lingual ability (English and Mandarin Chinese) preferred but not required
2. Educators who show a devotion to their subject matter but also have a genuine interest in working with young men and women
3. Educators with excellent communication skills, who show initiative and who can easily adapt to change

**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](http://www.ykpaoschool.cn)