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Join us — Vacancy Information



包玉刚实验学校
YK PAO SCHOOL

YK Pao School
Shanghai, China
Middle School English Teacher
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:

A full-time teacher would be expected to teach 60% of our timetable (18 lessons out of 30 lessons), with class size of about 24 students.

Curriculum:

Contribute to the development of a comprehensive curriculum for your subject area and actively participate in the refinement of the curriculum annually with a systematic and thorough approach.

Engage in discussions with the academic leadership team as well as department members around key curriculum areas including the unpacking of standards (local and international), the identification of skills and how they progress across year levels, and the key content and its alignment across year levels.

Teaching and Learning:

Participate in collaborative planning sessions with your teaching team members, following stated department expectations.

Produce plans and resources and deliver high-quality lessons that are aligned to YK Pao Middle School policies, principles, and practices.

Develop assessments that are aligned to YK Pao Middle School policies, principles, and practices and moderate assessments with teaching team members.

Actively participate in department meeting discussions, pedagogical conversations, data analysis and contribute to the department goal achievement.

We would want all our teachers not only to be passionate about their subject but also to be willing to contribute to the pastoral and co-curricular program within the school.

Almost all teaching staff are also homeroom teachers who would see a group of 24 students together with another colleague. Homeroom teachers are responsible for overseeing the welfare of students as well as their academic progress.

All teaching staff will contribute to co-curricular program a couple of times a week. Ideally this would be any activity that the teacher themselves is interested in.

Administrative Tasks:

1. Upload and update content on appropriate platforms in a timely manner following department expectations.
2. Meet deadlines and expectations regarding reporting and communication.
3. Communicate with leadership when support is needed.
4. Represent the school and department well in events or functions.

Professional Development and Extra Responsibilities:

1. Teachers are required to participate in school-supported internal and external professional training for teachers.
2. Stipend extra responsibility: Heads of Department, Head of Year, and other management positions. Some of them will have lower timetable requirements. This will be summarized in a supplemental document and renewed annually.

Job Requirements:

1. Bachelor's degree in related field required, advanced degree(s) preferred.
2. At least 2 years of relevant experience in working with adolescents.
3. Expertise in and a passion for your subject and a genuine interest in working with teenagers.
4. Excellent communication skills, the ability to take the initiative and the flexibility to deal with change.
5. Enthusiasm, energy, creativity and the willingness to take risks.

Preferred but not essential Requirements:

1. Experience of working in an International School.
2. Experience with second language learners.
3. Bi-lingual ability (English and Mandarin Chinese).

Certificates:

Valid teaching certificate

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