



## JOB DESCRIPTION

<b>POST:</b>	<b>A Level Maths Lecturer (based in Zhuhai, China)</b>
<b>DATE:</b>	<b>06 February 2019</b>
<b>PURPOSE OF THE POST:</b>	<b>To continually improve the learning experience and achievement of students through effective teaching</b>
<b>RESPONSIBLE TO:</b>	<b>International Director of the Chinese School</b>

The post holder will be required to:

### TEACHING AND LEARNING

1. Teach on courses as agreed with Transnational Education Manager at Brockenhurst College and partner school in Zhuhai, China (further referred to as 'School')
2. Prepare and mark student work, monitor progress towards individual targets, keep records and provide timely reports/reviews to students, parents, School and College managers, as appropriate.
3. Work closely with other colleagues to respond to the needs of students.
4. Pay due attention to the principles of inclusive learning including:
  - Individual learning styles;
  - Support for students with learning difficulties and disabilities;
  - Extension resources/activities for students of higher ability;
  - General resources, including the use of Information Learning Technology.
5. Contribute to the design, delivery and future planning and development of the curriculum.
6. Create, maintain and develop a teaching/learning resource bank on the College E.brock system.
7. Maintain an up-to-date knowledge of developments in the relevant subject/course.
8. Develop and maintain effective external links related to the delivery of the subject/course and represent the School at relevant meetings or Open Days.
9. Participate in relevant visits, field trips by agreement with the School.
10. Attend and contribute to relevant meetings, including Enrolment/Open Events and Parents' Evening, as appropriate.
11. Advise and assist the College and School's head of departments and other team members in all matters related to the delivery of subject specialisms.

## QUALITY ASSURANCE

12. Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuous improvement.
13. Contribute to the self-assessment process and take responsibility for relevant actions and targets in the development plan for the curriculum area.
14. Participate in the College and the School's Lesson Observation Scheme.
15. Undertake professional development and training to contribute to individual and the School's development.

## OTHER

16. Undertake such duties as may be reasonably requested from time to time.

The Post holder will:

- Contribute to the development of a school culture that supports its vision and core purpose, core values and strategic priorities
- Work with integrity, openness and honesty to create a self-critical culture that strives for excellence
- Value and support individuals and teams to achieve the School's priorities and targets
- Provide support for inspiring and challenging education and training for all learners
- Monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible and regularly review, adapt, and improve systems and procedures.
- Champion the College's commitment to quality assurance and improvement
- Attend and contribute effectively to all relevant College and School meetings
- Be involved in general School activities and other such duties as may be requested by the Principal commensurate with the post.
- Carry out all duties with due regard to Health and Safety
- Ensure compliance with all School Regulations
- Set a high standard of professionalism at all times
- Aim to provide a safe and secure environment for all the students in compliance with the School Policy

This job description is current at the date shown but in consultation with the post holder it is liable to variation to reflect or anticipate changes related to the job.

**Note: This role is primarily based in Zhuhai, China and will be employed by the Chinese school and governed by local law and teaching practices.**

## PERSON SPECIFICATION

**Post: Lecturer (based in Zhuhai, China)**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATIONAL QUALIFICATIONS / ATTAINMENTS</b>	<p>Degree or equivalent professional qualification in relevant subject areas</p> <p>General teaching qualifications (PGCE/Cert Ed/DTTLS)</p>	Information Technology qualification(s)
<b>EXPERIENCE REQUIRED</b>	<p>Excellent teaching skills to non-English learners and delivery to A level standard in the relevant subject(s).</p> <p>Working with 15-19 years old (secondary school age) teaching A level Maths and/or Further Maths.</p>	<p>Experience of awarding body work</p> <p>Delivery of curriculum within an international setting</p> <p>Knowledge of AP Calculus or STEP Maths teaching</p>
<b>SPECIAL KNOWLEDGE OR TRAINING</b>	<p>Knowledge and understanding of current developments in the relevant curriculum area</p> <p>Knowledge of appropriate health and safety requirements</p> <p>Knowledge of appropriate safeguarding requirements</p>	Evidence of links with relevant curriculum networks
<b>ABILITIES, SKILLS &amp; PERSONAL QUALITIES</b>	<p>First language to be in English</p> <p>Adaptable and sensitive to other cultures; able and willing to embrace them</p> <p>Determined to achieve results whilst maintaining professional, diplomatic approach</p> <p>Unflappable and able to lead by example</p> <p>Self-motivated and independent thinker</p> <p>Able to manage learners and learning effectively</p> <p>Able to develop effective learning resources</p> <p>Effective communication skills</p>	Able to demonstrate a track record of curriculum development

	<p>A good team player</p> <p>Evidence of working towards and achieving personal targets</p> <p>Good administrative and organisational skills</p> <p>Able to meet tight deadlines</p> <p>Able to handle pressure and a range of demands with great flexibility</p> <p>Supportive and positive approach to teaching</p> <p>Ability or willingness to use Information Technology and other IT applications</p>	
RELATIONSHIPS	<p>Excellent interpersonal skills</p> <p>Able to relate well to learners of all abilities and to assess learner needs</p> <p>Able to work well with colleagues in China and in the UK</p>	
MOTIVATION	<p>Empathy with and strong commitment to meeting the needs of individual students</p> <p>Commitment to take part in staff development and training</p>	<p>Willing to learn the local language and culture</p>