

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Teacher of
Mandarin
Chinese





JOB DESCRIPTION AND PERSON SPECIFICATION

The School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title: Teacher of Mandarin Chinese

Main purpose of the job:

As a member of the Modern Foreign Languages department, the teacher is involved in delivering schemes of work, lessons and the ongoing assessment of students' progress. It is expected that the teacher will, in addition, wish to organise and participate in several school and departmental activities outside their timetabled teaching, including trips abroad.

Reporting to: The Head of Global Business and Languages

Reporting to the job holder: N/a

Main responsibilities and duties

To comply with all Child Protection requirements.

To plan and to deliver new schemes of work.

To prepare any materials as may be required in advance of their lessons.

To liaise closely with the Exams Officer in preparation for oral exams.

To organise and accompany trips abroad.

To promote the subject and department through the co-curricular programme as well as through the timetable.

To work towards the aims in the departmental development plan.

To represent the department as and when required.

To inculcate a love of the subject whenever possible.

To encourage pupils to use appropriate current digital technologies.

Line management duties and responsibilities

To provide occasional support to other departments and school Houses: the aim is to encourage good inter-departmental relations, pupil support and extracurricular success.

By agreement, other duties that are deemed appropriate to the role by the Head of Department.

PERSON SPECIFICATION

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ESSENTIAL

These are qualities without which the Applicant could not be appointed

Qualifications

- Good honours degree in a subject relevant to the teaching aspects of the role.

Experience:

- Suitable for someone with experience of teaching
- The ability to teach Mandarin Chinese across the full age range and competency

Skills

- The ability to start up a subject new to the school;
- Communication of concepts in an articulate, positive and sensitive way;
- Ability to use a range of teaching strategies to enthuse the full range of abilities;
- Understanding of the interests and concerns of children;
- Good time management and organisation skills;
- Proficiency in digital learning;
- Attention to detail.

Knowledge

- A deep and infectious subject knowledge and the ability to communicate it;
- The ability to apply personal knowledge and experience to the subject;
- An awareness of current trends and challenges in Language teaching.

Personal competencies and qualities

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Positive attitude to use of authority and maintaining discipline.

DESIRABLE

These are extra qualities which can be used to choose between applicants who meet all of the essential criteria

Qualifications

- A recognised teaching qualification, or the desire to achieve one.

Skills

- Empathetic;
- Ability to use own initiative;
- Intellectual curiosity

Knowledge

- Knowledge of the Mandarin Chinese exam specifications;
- Wide interests, linguistic and cultural.

Personal Competencies and Qualities

- The ability to lead a co-curricular activity.