



Line Management: Head of Department

Allowances:

Non-Contact Time: Full Time (19 periods); Part Time as designated by contract

Our Purpose

International College Hong Kong exists to provide a rich and balanced international educational for New Territories families who seek a community school for their children, small class sizes, an inquiry-based approach to learning. ICHK is dedicated to ensuring that our students develop the qualities and skills needed to become confident, self-motivated and ethical members of society and future leaders. We foster a spirit of international mindedness, celebrate the multiple cultures making up our community, and seek to develop caring and tolerant citizens. We actively encourage students, parents and teachers to take action as stewards for the environment and in the service of the community, while ensuring that we develop our collective problem solving and critical thinking skills to make such action as effective as possible.

Our Vision

ICHK inspires its students to realise their full academic and personal potential. Our approach helps students develop the knowledge, understanding and skills to participate actively and responsibly in a changing world. ICHK is a community school. As a community, we expect each individual to be principled, to appreciate and critically examine different viewpoints and to act in support of each other's learning and development.

The Role

The post holder will work in collaboration with other members of the department to maximize student learning and enjoyment of the subject through effective lesson planning and preparation, and where appropriate, using an inquiry-based pedagogy. They will:

- Be required to teach classes/groups and individual students as directed by the Head of School (or his delegate) and adapt programs accordingly to meet student's individual needs.
- Assess students using a variety of formative and summative processes, and provide feedback on student performance to students, parents and to other colleagues as necessary.
- Contribute their ideas, knowledge and experience during collaborative planning sessions and staff meetings, and be willing to share their ideas for lesson planning including to teachers within other subject areas.
- Actively contribute to the life of the school and take action to help us achieve both the vision for the IB and for the school, and toward the holistic development of our students. This to include participation and/or leadership of activities and CAS Week experiences.

Working Relationships

The post holder will report directly to the Head (or Coordinator) of the subject concerned and the Pastoral Head of the appropriate section of the school.

The post holder will also:

- Work collaboratively with teachers within the subject, other subjects and EAL/SEN staff.
- Liaise with parents of individual students, pastoral and careers staff.

Job Specification

Please refer also to the following documents:

- *Policy Staff Review and Development*
- *The ICHK teacher*

A) Professional Teaching Duties:

1. Teaching:

- 1.1 Planning, preparing and implementing the curriculum according to medium and long term and unit plans.
- 1.2 Teaching assigned group/s of students including the setting and marking of student's work.
- 1.3 Assessing, recording and reporting on the development, progress and attainment of students and recording of key assessment grades in the Gibbon Markbook.
- 1.4 Promoting the general progress and well-being of individual students and of any class or group of students assigned.
- 1.5 Communicating and consulting with the parents of students in a manner reflecting the culture of our community school.
- 1.6 Communicating and co-operating with persons or bodies outside the school in the interests of the school.
- 1.7 Participating in meetings arranged for any of the purposes described above (including parent's evenings and curriculum evenings).
- 1.8 Using effectively and purposefully school resources to enrich teaching programmes.

2. Assessment and Reporting

- 2.1 Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students, including for the purposes of moderation.
- 2.2 Contributing to the creation of assessment rubrics and/or assessing students and providing feedback according to such rubrics.
- 2.3 Completing student academic reports using the appropriate grades by the set deadlines and in accordance with school standards.
- 2.4 Reflecting on student baseline data to (i) set assessment and other learning tasks which provide for the right level of challenge, and (ii) set targets for progression and achievement.

3. Staff Review and Development

- 3.1 Participating in any arrangements within the policy for staff review and development including professional development interviews and lesson observations.
- 3.2 Reviewing and reflecting upon methods of teaching and programmes of work.
- 3.3 Participating and /or leading in allocated CPD days, and further training and professional development as a teacher including IB Workshops.

4. School Development and Improvement

Advising, supporting and co-operating with the Senior Leadership Team and Subject Teams in the preparation and development of learning and teaching programmes, methods of teaching and assessment and pastoral arrangements. Accepting and sharing responsibilities as they arise.

5. Student Behaviour; Health and Safety

Maintaining good behaviour and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere (including CAS Week). To be a role model for students at all times.

6. Staff Meetings and Collaborative Planning

Participating in calendared meetings at school which relate to the curriculum for the school or the administration or organisation of the school, including collaborative planning sessions, form group meetings and CPD days.

7. Cover

- 7.1 Advising the Head of Senior School should any absence from a lesson be required, providing details of the cover lesson on Gibbon and making this available to students and the cover teacher.
- 7.2 Supervising any students whose teacher is not available to teach them, as directed by the Head of School (or delegate)

8. Administration

- 8.1 Participating in administrative and organisational tasks related to teaching duties, the maintenance, requisition, budgeting, collection and allocation of equipment, materials and textbooks. Using the appropriate purchase and requisition forms to request purchases.
- 8.2 Attending/organising assemblies, registering the attendance of students and supervising students whether these duties are to be performed before, during or after school sessions.
- 8.3 Contributing to the creation and review of departmental handbooks, curriculum guides, and publicity materials.
- 8.5 Providing information via the weekly bulletin about subjects and activities.

9. Extra Curricular Activities and CAS Week

- 9.1 Organising a club or activity each term during the school year.
- 9.2 Being prepared to attend CAS Week activities including those off campus and/or overseas and conduct a preparatory visit out of school time if necessary.

- 9.3 Ensure that all risk assessment(s) for offsite visits including CAS Week are completed according to school policy, that students are briefed and monitored accordingly, and assist in reviewing and evaluating such visits.
- 9.4 Support and attend ICHK 'Showcase' evenings.
- 9.4 Being prepared to attend Fund Raising/Community/Sporting Events in support of the school as per the school calendar.

B) Professional Duties of Form Tutors

1. Helping to ensure that all new students understand the vision for ICHK as a community school, and how they are expected to act to prevent bullying and support victims of bullying.
2. Monitoring attendance and punctuality using Gibbon, and taking appropriate action where necessary.
3. Ensuring registration and form period time is utilized effectively and in accordance with the expectations of the Heads of Student Wellbeing.
4. Accepting, following and contributing to the review of the policies related to Homework and Student Behaviour.
5. Monitoring homework, academic progress, CAS commitments of form members, and their SMART targets.
6. Contributing to year reports to ensure tutor comments and student self-reflections are completed.
7. Liaising with parents and Pastoral Heads.
8. Participating in designated meetings of Form Tutors.
9. Arrange and promote activities within the form group.
10. Acknowledge and recognize student achievement and effort (academic and non-academic); recommend students for the HOS Award.

Date: 1 March, 2011 Draft One	By: Roy White	Signature/Head of School	Signature/Post Holder
Update: 12 Nov 2011	By: Roy White		