



St. Lawrence College
The British School in Greece

Job description for the position of

Teacher of IGCSE and A-Level
Mandarin Chinese

With the additional role of
Chinese Pupil Welfare Officer

Being recruited during the 2019-2020 school year
To start employment September 2020

*St. Lawrence College is committed to ensuring the complete and thorough safeguarding
of all pupils and staff in order to create
the safest environment for learning for all.*



Job Description as Teacher of 1st Language IGCSE and A-Level Mandarin Chinese

1. To teach Mandarin Chinese at Key Stages 4 and 5 to pupils who have selected these courses (IGCSE in Years 10 and 11; A-Level in Years 12 and 13).
2. To be enthusiastic about the curriculum and confident in its delivery.
3. To create and maintain a scheme of work for both 1st language IGCSE and A-Level Mandarin Chinese.
4. To help develop lesson plans, to source and develop learning materials for lessons and internal assessment processes.
5. To build differentiation into the schemes of work for both 1st language IGCSE and A-Level Mandarin Chinese.
6. To make use of teaching and learning styles which stimulate pupil interest and involvement in learning.
7. To encourage the learning of both 1st language IGCSE and A-Level Mandarin Chinese.
8. To ensure that the classroom is an ordered and stimulating environment which celebrates pupils' efforts and facilitates learning at all levels.
9. To establish appropriately high levels of expectation of pupils in terms of good standards of behaviour and achievement within both 1st language IGCSE and A-Level Mandarin Chinese classes.
10. To set, collect and mark homework regularly, giving formative feedback as required and expected in the context of this subject.
11. To monitor and record pupil progress.
12. To be proactive in communicating to parents the standards and needs of their children as they relate to Mandarin Chinese – both in cases of positive reporting or where effort or standard is below expectations.
13. To ensure high standards of diligence in all communication with parents, including in the quality of the writing of reports, provision of subject information to parents, attendance at parents' meetings and response to parents' enquiries.
14. To follow school policies on internal examinations, including their preparation, presentation, marking and grading.
15. To attend departmental meetings and to work closely with colleagues across the languages departments and the wider school.
16. To fulfil the pastoral duties expected of any teacher in a British school. These include playground duty, cover duty, being a form teacher, supporting school functions and the like.
17. To promote and safeguard the welfare of pupils.
18. To attend staff meetings as required.



Job Description as Chinese Pupil Welfare Officer

1. Proactively meeting with and talking to pupils to gain an understanding of their concerns and how they are adjusting to our school.
2. Hold orientation meetings with Chinese pupils to help explain British education, stages and methodology.
3. Hold orientation meetings with Chinese parents and guardians in order to explain how our school and British education operates and the expectations of the parental role.
4. To be available when required during the school day to cooperate with the school leaders when situations arise such as
 - a) A pupil is distressed and we need to understand why
 - b) A pupil needs to be reprimanded and we need to be completely clear to the pupil
 - c) A pupil's parents need to be informed of a matter, either verbally or in an email, and we need to be completely clear
 - d) An emergency situation where we need to communicate / gain information from a pupil, his parents, his friends
 - e) When a prospective pupil meeting requires a translator
5. To help develop an area of the school website dedicated to our Chinese community.
6. To help develop Chinese-language resources for display in the school.
7. To help build links with the wider Chinese community in Athens in order to involve the school and provide pupils with opportunities to broaden their educational experience.
8. To help educate non-Chinese pupils within our school as to the nuances in the cultural norms that their Chinese classmates will have.
9. To hold frequent feedback meetings with the senior leadership of the school in order to inform the SLT of the progress of individual pupils while alerting the school to any issues that arise or are developing.
10. To be a high-profile, informed and approachable member of staff that children know they can turn to in times of need or for advice; and to develop and maintain this presence in the school so that children feel they are supported in their new educational environment.
11. **To help, in all ways, to integrate our Chinese-heritage pupils smoothly into St. Lawrence College. To help those pupils gain the fastest and most secure knowledge of, and assimilation into, the British education system as delivered at our school so that they can feel a part of the community as would any child; that they can feel happy in their school community, and in turn that they can contribute to our school while ensuring they make the best of their potential for personal development and academic progress.**