



JOB DESCRIPTION

Title: Mandarin Teacher

Reports to: Head of Department, Secondary Headteacher, Headmaster

Summary of Position:

Delivery and assessment of the Mandarin curriculum. The school is an IB Diploma World School. We currently use the National Curriculum for England and Wales for KS3 which is modified for our location in SE Asia, KS4 follow the IGCSE (Cambridge International Examinations).

Qualifications:

Native Mandarin speaker with a BEd or Bachelor's degree plus a teaching qualification at postgraduate level (equivalent to a PGCE).

Fluency in written and spoken English is essential

Preferred:

Minimum two years of experience teaching Mandarin in Secondary education in an International school

IGCSE teaching experience

Ability to teach and organize Chinese culture activities, such as Chinese traditional dance, Chinese calligraphy writing, etc.

Duties & Responsibilities:

To be responsible for:

- the planning, delivery, assessment, monitoring and reporting of the relevant curriculum / children's academic progress for your class
- effective and appropriate liaison with parents when necessary
- effective and appropriate liaison with staff where necessary

To attend and participate in:

- all staff meetings
- all Secondary meetings Secondary assemblies
- any whole school (eg: sports days / concerts / Loy Krathong / Chinese New Year / book week / international day etc.)
- Flag Ceremony each morning
- parent / teacher information evenings
- all INSET days
- any extraordinary meetings deemed necessary by the Secondary Headteacher / Headmaster





- a Secondary residential trip

Duties:

- to undertake the stipulated number of weekly duties
- to arrive to your duty punctually
- to supervise the students proactively

Professionalism:

- to arrive to school punctually
- to maintain an appropriate dress code at school
- to uphold the image of Ascot International School both in and out of school