



Discovery College

Head of Primary Chinese (Teaching and Learning Responsibility 3)

Information for Applicants

Discovery College is searching for an experienced educator to fill the position of Head of Primary Chinese (Teaching and Learning Responsibility 3). Our College is now at a most exciting time of its development after opening in August 2008. For the 2015-16 academic year we have nearly 1,350 students in Years 1-13 (K-12), on our way to a final student roll of approximately 1,550 pupils.

Discovery College is an exciting and challenging place to work, both personally and professionally. It is not often that educators get an opportunity to be part of the growth and development of a school, especially one as significant as this. Our staff enjoy teaching a wonderful mix of students from 50 countries and 20 mother tongues, including a number of local Hong Kong Chinese students. They work collaboratively with a committed group of international colleagues and have access to a state of the art facility, which includes a wide range of teaching spaces linked by a powerful ICT infrastructure.

We are focused on supporting exceptional teachers and administrators who are willing to embrace the PYP curriculum and be open to change – educators who are creative, collaborative, prepared to share their expertise with colleagues and contribute to the College as a whole. Candidates should be innovative educators with a passion for students and their learning and the ability to motivate and inspire staff.

Joining the ESF family of over twenty schools opens a range of professional development choices, including the opportunity to work alongside other teachers from around the world.

Hong Kong is one of the most exciting cities in the world in which to live and work. Many people who come here for a couple of years end up staying for much of their lives. The city is a wonderful mix of east and west, modern and traditional. The shopping is fantastic and so is the food. Despite having more than seven million people in such a small area, approximately 70% of Hong Kong is parkland. There are numerous hiking trails and wonderful beaches to choose from, and access to other exciting destinations within Asia is very easy.

It is important for prospective applicants to know that employment as a teacher in Hong Kong is dependent on successfully obtaining an employment visa with Hong Kong Immigration, and permission to teach in Hong Kong by the Education Bureau. The latter comes in two forms: Teacher Registration and Permitted Teaching status. ESF HR will guide candidates with understanding the requisite qualifications to work in Hong Kong.

Kind regards

Mark Beach
Principal

About Discovery College

1336

students
enrolled in
2015-16 in
Years 1-13

nationalities
represented
by staff

21

104

creative and
enthusiastic
teachers

50

student
nationalities

Our Vision

GROW

Be passionate about being the best we can be.

DISCOVER

Find wonder in the world around us.

DREAM

Dare to make a difference for yourself, humanity and our planet.

This vision statement, created by the College community when the school was founded in 2007, recognizes Discovery College's belief that students are to be independent, critical and creative thinkers, equipped with the skills, attitudes and values to contribute positively in this complex world in which we live. At Discovery College we believe that powerful learning and teaching occurs under a shared spirit of respect, which dignifies and prizes our diversity of experiences and perspectives, reaches into our traditions as well as into the future, excites a passion for ongoing inquiry and strives to help all learners reach for enduring excellence.

School Information

Discovery College was established by the English Schools Foundation to serve the needs of the local and expatriate communities in Hong Kong. It is a full Years 1 to 13 school offering the PYP, MYP and Diploma programmes. The College uses English as the medium for teaching and learning. There is also a strong emphasis on the acquisition of Chinese (Putonghua) as a second language. The College strongly supports all subject areas with a robust academic curriculum, including the performing and creative arts, design technology and ICT. As a Private Independent School within the English Schools Foundation (ESF), Discovery College has no catchment area in its admission policy, meaning that students from all over Hong Kong can apply to study.



Head of Primary Chinese

Opportunities

- Ability to access high quality professional leadership development opportunities through ESF and across Asia-Pacific
- To help lead a professional learning model aimed at personalising learning pathways for staff
- To support colleagues through mentoring and coaching
- To be part of a lead team trialling innovative learning spaces
- To support the implementation of Positive Psychology as a foundation for wellbeing
- To help lead the Primary pastoral programme, including the embedding of Restorative Practice



Application Process and Timeline

Please refer to the closing date listed on the Discovery College website.

Resumes or CVs may be submitted to the Principal by emailing jobs@dc.edu.hk.

Please note: to be considered for this position, all applicants must register and submit an application for the position online through <http://recruit.esf.edu.hk>.

24

Primary
classroom
teachers

14

language,
learning
development
and specialist
subject
teachers

educational
assistants

26

3

vice
principals

Job Description

Job Name

Head of Primary Chinese (Teaching and Learning Responsibility 3)

Job Summary

The main role of the classroom teacher is to maximise student learning and development through the planning, preparation and teaching of the curriculum to meet students' individual learning needs and achieve specific student outcomes.

Teachers teach a range of student abilities and classes and are accountable for the effective delivery of their curriculum. The classroom teacher engages in critical reflection in order to improve their knowledge and skills to better engage students and improve their learning.

Classroom teachers assume roles beyond the classroom in endeavouring to maximise students' learning. These roles include working collaboratively with colleagues and other members of the school community, and communicating with parents and care-givers.

The classroom teacher's contribution to the school goes beyond the classroom. They participate in the development of the school policies and programmes and assist in the implementation of school priorities. All classroom teachers may be required to undertake other duties in addition to their teaching duties. In addition, teachers allocated teaching and learning responsibility 3 will have specific additional accountabilities as show below.

Main Accountabilities

Teaching and Assessment

- Leadership of the primary Mandarin team, including performance management, planning, and delivery and assessment
- The coordination and promotion of the Mandarin programme and activities
- The coordination and management of the Primary Mandarin budget
- Coordinating the Mandarin team in the development of the Mandarin curriculum
- Transition/linking of PYP and MYP
- Liaison with the PYP coordinator, primary team leaders and ESF Mandarin advisor/s
- The management of primary Mandarin resources
- Implementation and review of new initiatives
- Representing the Primary Mandarin Team at Team Leaders weekly meetings
- Planning lessons and sequences of lessons to meet student's individual learning needs and to ensure student's progression
- Using a range of appropriate strategies for teaching and learning and classroom management
- Use flexible groupings and structured inquiry to deliver high quality lessons in line with the IBO philosophy
- Maintain a well organised and stimulating learning environment
- Use learning technologies such as the EWB and the CLC to enhance learning
- Using information about prior attainment to set expectations for students
- Using a range of assessment and reporting methods that show student's achievement in relation to learning outcomes
- Providing clear and constructive feedback to students and their parents and caregivers

Wider professional roles

- Planning and engaging in professional learning activities that support school and systematic priorities
- Taking responsibility for own professional development and using the outcomes to improve teaching and students' learning
- Making an active contribution to the policies and aspirations of the school
- Ensuring administration of classroom procedures are completed efficiently
- Collaborating with members of the school community to build a team environment that supports students' learning

Core Capabilities/ Competencies Required

Abilities

- Adaptability
- Analysis / problem solving
- Collaboration
- Communication
- Team centred
- Self reflection

Knowledge

- Having a thorough and up-to-date knowledge of the teaching of their subject(s), their students, curriculum, pedagogy, education-related legislation and the specific teaching context
- Planning & Organising Work
- Translating Strategies into Plans & Actions
- Valuing & Integrating Diversity
- Learning Agility
- Leading Change
- Written Communication
- Work Standards / Quality Orientation
- Creativity/ Innovative/takes initiative
- Formal Presentation
- Developing Talent

Additional responsibilities may include

Job Description

- Managing a year level or subject area
- Assisting with or managing an aspect of daily school management
- Assisting year level co-ordinators, curriculum co-ordinators, student management co-ordinators, principal and vice principal with the performance of specific functions
- Assisting with or managing a specialist function such as sport, careers, student welfare, excursions or camps co-ordination
- Supervising a range of student activities including support and welfare programmes
- Developing a school transition programme and facilitating the associated orientation programme
- Managing and supervising a team of teachers in the planning, implementation and review of teaching and learning programmes
- Leading the development of curriculum policies and programmes
- Contributing to the Foundation-wide professional development programme

TLR 3 Responsibilities

- Leadership of major whole-school initiatives as cited in the school Development Plan
- Oversight of standards of achievement for the area of responsibility
- Leading and supervising the Performance Management of a group of teachers and/ or Educational Assistants.
- Development of and innovation in teaching and learning across the school
- Leading teaching, modelling and advising others on the development of the quality of teaching
- Foundation-wide contribution to teaching and learning development
- Evaluation of the impact of teaching upon learning

Typical reporting relationship

- School Leader

Development / Training to support core competencies

Development activities and relevant courses to be negotiated as part of the performance management process

Salary and Conditions

Start Date: August 2017
Contract length: Two (2) Years

Salary (indicative): HK\$35,875 – HK\$62,780 per month (based on years of full-time qualified teaching experience)

Monthly TLR 3 allowance: HK\$5,505

Gratuity (payable at the end of two-year contract): 20%

HK Tax Rate: 15%

Medical & Dental: Comprehensive international coverage for employee and family

Education Allowance: 100% of school fees for up to two (2) children

Travel: Passage allowance equivalent to flight from point of origin, including family, paid at start of first contract only

Relocation/Removal Allowance: None

On arrival into HK: Transfer from the airport to hotel / two (2) weeks hotel accommodation

Please Note: The details provided are current as of November 2016, however, may change prior to the start of the 2017-18 academic year

Minimum Typical Education

Bachelor Degree in Education, or Bachelor Degree in any subjects with PGCE (Postgraduate Certificate of Education), or equivalent

Minimum Typical Experience

3-5 years teaching experience within a recognised educational organisation

Notes:

Two Years Finite Contract

- All teachers are expected to contribute to the school extra curricular programme throughout the year.
- All teachers expected to participate in key school and PTA events on identified evenings and weekends.

Organisational Structure

