



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 Primary Team Leader. Our College is now at a most exciting time of its development after opening in August 2008. For the 2016-17 academic year we have nearly 1,400 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

1400

students
enrolled in
2016-17 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.



Primary Team Leader

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

Primary Team Leader (TLR 2)

Job Summary

To be responsible for the leadership and management of a particular year level (Learning Team) and to provide curriculum leadership within the school.

Main Accountabilities

- To exemplify excellent professional practice, leading to high standards of teaching and learning within the curriculum
- Support the pastoral and co-curricular work of the school and be reliable in exercising their daily responsibilities
- Provide learning opportunities for every student commensurate to her/his needs, abilities and stage of development, by teaching a programme that gives each student the opportunity to experience success, and which challenges all students to achieve their full potential
- Establish effective and positive relationships with students based on mutual respect, recognition of the individuality of each student and affirming their cultural identity
- Provide a safe, effective, challenging learning environment and an attractive and welcoming classroom
- Teach students, as timetabled, including the setting and marking of work
- Assess, record and report on the development, progress and attainment of students in accordance with PYP guidelines and the assessment policy of Discovery College
- Model teaching of the highest quality as and when school needs require and directed by the Principal/line manager
- Co-operate with other staff (whole school) on the preparation and development of courses, teaching materials, teaching programmes, methods of teaching and assessment
- Maintain good order and discipline among the students to safeguard their health and safety
- Regularly refer to the Online Curriculum Centre of the IBO and the ESF CLC sites and interactive meetings
- Attend professional development programmes, participating in "on campus" courses and attending professional meetings which relate to curricular, administrative or organisational matters as required
- Assist in preparing students for internal and external examinations
- Plan collaboratively with other teachers within and outside of the Learning Team
- Perform the pastoral duties and House system responsibilities of a teacher
- Assist with supervision duties

Within the year level team

- Develop and improve teaching and learning consistent with school and IBO philosophy and practice
- Develop, monitor and evaluate teaching and learning and assessment practices
- Lead curriculum planning and classroom practice in consultation with IB Coordinators and other colleagues within the team and across the whole school
- Establish priorities and goals for the year level that support the School Development Plan
- Through the Head of Primary, report to PLT on agreed goals
- Represent the team at meetings
- Ensure effective communication between all team members and the PLT
- Chair team meetings and provide feedback
- Manage year level budget and resources
- Coordinate the publication of year level communication
- Manage day to day staffing

Core Capabilities/ Competencies Required

Abilities

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

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. Awareness of the school's organisation.

Core Soft/ Transferable Competencies required

- 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

Job Description

- Ensure pastoral care and welfare of students is paramount
- Co-ordinate year level reports
- Be collaborative and transparent in decision-making
- Use delegated authority, utilizing key skills and abilities of staff
- In areas of responsibility, research, identify/provide PD advice and support, implement, model, test, review and evaluate all programmes to ensure the best teaching and learning practices are developed and maintained
- Maintain documentation, including school policies and procedures
- Represent the school in key areas at ESF, local and international level
- Performance manage staff in accordance with the school's staffing matrix and PM processes
- Perform other duties which may reasonably be assigned from time to time by the Principal

Typical reporting relationship

- Head of Primary

Development / Training to support core competencies

Development activities

To be negotiated as part of the PRD (Professional Reflection & Development) process

Relevant courses

To be negotiated as part of the PRD plan

Salary and Conditions

Start Date: August 2017

Contract length: Two (2) Years

Salary (indicative): HK\$37,095 - HK\$64,915 per month (based on years of full-time qualified teaching experience)

Monthly TLR 2 allowance: HK\$11,015

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

1-3 years teaching experience within a recognised educational organization. Ability to teach DP essential. IB MYP experience preferred.

Notes:

Two Years Finite Contract

All teachers are expected to:

- *Contribute to the school extra-curricular programme throughout the year*
- *Participate in key school and PTA events on identified evenings and weekends*

Organisational Structure

