SHANGHAI HD BILINGUAL SCHOOL

Information pack for the position of

EARLY YEARS CLASS TEACHER

Appointment for August 2017
Shanghai HD Bilingual School

Brilliantly located in Shanghai’s Songjiang District, Shanghai HD Bilingual School offers an outstanding international education that blends the best of British and Chinese curricula. The School provides students with a broad and balanced learning experience – one in which tradition meets creativity and East meets West.

HD Shanghai benefits from a strong relationship with Hurtwood House, our partner school in the UK. HD Shanghai draws on Hurtwood’s experience and expertise at providing an all-round education where children not only achieve excellent academic results, but also develop interests and skills to prepare them for the challenges of life beyond school. With this in mind, HD Shanghai’s curriculum offers a broad range of opportunities, designed to develop intellectual growth, physical and emotional health, artistic endeavours, creativity and service to others.

The School is committed to fostering truly bilingual and bicultural students, enabling them to gain competency in both Mandarin and English, as well as preparing them culturally for life in an increasingly interconnected world. Our curriculum is taught using a dual-language immersion approach, with each class being delivered by both English and Chinese speaking teachers. As well as supporting students to become bilingual, the low pupil to teacher ratio enables HD Shanghai to deliver a highly personalised approach to learning.

In keeping with our partner school, HD Shanghai’s ethos, values and curriculum help to foster a strong and supportive school community. The School’s staff are strongly motivated and enjoy participating in all aspects of school life. Teachers who have not experienced a bilingual programme before enjoy the challenge, acquiring new and transferable skills in the process.
Campus

Located in Songjiang District, which is widely regarded as the cultural root of Shanghai, the campus covers nearly 20,000 square meters of prime real estate.

The layout of HD Shanghai is informed by the desire to deliver an innovative and contemporary bilingual curriculum in line with the School’s vision and values. Each space is considered as being able to provide teaching and learning opportunities and promoting interaction between all users and visitors to the School.

Students and teachers benefit from outstanding facilities, which support learning both inside and outside the classroom. These facilities include a bilingual library, a multi-functional theatre, an indoor swimming pool, and excellent indoor and outdoor sports areas. During the second phase of campus construction a new golf driving range and a 400 metre running track are being added.

All of HD Shanghai’s indoor facilities are equipped with excellent air purification systems. Indeed, the School’s state of the art Anti-Pollution Dome is the first air purifying sports facility in South East China. HD Shanghai is fully committed to enhancing air quality on campus and playing our part in the drive towards greater environmental protection in China.
Chief Academic Director – Warren Johnston

Warren, a graduate of Victoria University, brings over 30 years’ experience and an outstanding track record of success in bilingual curriculum schools to HD. He blends an international perspective with a deep understanding of local Chinese culture.

Prior to joining HD, Warren spent six very successful years as Executive Principal of YK Pao School in Shanghai. During his time there, Warren was instrumental in increasing the student role and creating a culture of success where students and staff were at ease, confident and proud of their school community.

Warren started his career in education as a Maths Teacher in New Zealand, before taking on senior advisory roles at the Wellington College of Education and the Ministry of Education. In these roles, Warren had regional responsibility for developing Maths and Science curricula, planning and implementing professional development programmes for teachers, and drafting influential curriculum policy papers. On leaving New Zealand, Warren took on senior leadership positions in Hong Kong, before moving to China in 2007.

Teachers at HD Shanghai benefit from Warren’s tremendous experience in the international school sector and specific expertise leading bilingual programmes.

“We opened our doors for the first time in September 2016 and, after a hugely successful start, I am very excited about what lies ahead in the 2017/18 academic year. Our founding group of teachers have been amazing, helping to establish what is already a close-knit school community. I am very proud of the opportunities we provide our students, and look forward to developing these further through the new teachers who will join our team for the coming academic year. Our teachers not only benefit from being part of a growing network of HD schools within China, but also from our strong partnership with Hurtwood House in the UK.”

Warren Johnston, Chief Academic Director
Hurtwood House UK

Hurtwood House is one of the UK’s leading independent, co-educational boarding schools. The School is driven by a passion for creativity and a respect for academic rigour, offering its students a truly holistic learning experience that prepares them for university and life beyond.

The School has an outstanding academic track record. For the last two decades, the A-level results have put Hurtwood ‘among the cream of the country’s best schools’ (Financial Times) and Hurtwood has consistently been at the top of the league table for co-educational boarding schools, ahead of many of its most illustrious rivals. With over twenty subjects offered at A-Level, students benefit from a broad and balanced curriculum. The range of subjects students can choose from is testament to the importance Hurtwood places on empowering individual students in their decision making and learning.

But students at Hurtwood achieve more than just excellent academic results. The School’s commitment to providing a truly holistic education ensures that students leave equipped with the skills, interests and confidence to succeed at university and with whatever they choose to do in life beyond. Hurtwood, for instance, is a centre of excellence for the Performing and Creative Arts, providing unrivalled opportunities for the aspiring actor, singer, artist, fashion designer, composer or film maker. Evidence of Hurtwood’s success in creating outstanding opportunities for their students beyond the core academic curriculum can be seen by looking at some of their world famous alumni – the Hollywood actress Emily Blunt and the composer Hans Zimmer are just two examples.

Both students and teachers at the HD Schools benefit from a strong relationship with Hurtwood House. By drawing on the experience and knowledge of the Hurtwood team, HD Shanghai is able to ensure our values, curriculum and structures prepare our students for successful futures in the same way as Hurtwood House, albeit in a different context.
**Employment Details**

Class Teachers in Early Years have responsibility for delivering the majority of the curriculum to their assigned class. Each year group will operate as a tight-knit unit, ensuring that all students receive the same opportunities, and that all Class Teachers feel supported by a strong team.

The Early Years Class Teacher roles available at Shanghai HD School present an outstanding opportunity to join a team that is fast establishing the School as a world-class educational institution that provides the best possible all-round education and care for every child.

We are seeking class teachers who will articulate and develop the vision, ethos and values of HD Shanghai School by inspiring and empowering students and their parents within the community

**Key Responsibilities**

**Teaching and Learning**

- plan, prepare and deliver instructional activities that facilitate active learning experiences for classes as designated by the Principal;
- prepare classroom environment for meaningful class activities;
- establish and communicate clear learning intentions for all activities;
- provide a variety of learning materials and resources for use in educational activities;
- use all relevant technology to support instruction, understanding & development;
- identify and select different instructional resources and methods to meet students’ varying needs;
- regularly evaluate learning experiences and outcomes for students’ continual improvement;
- assign and grade class work, homework, tests and assignments in line with HD Shanghai School’s approaches;
- ensure that tasks are within the capabilities of all students and stretch students;
- cater for individual differences and provide for a variety of learning models and groupings, including PBL, flipped learning, integrated approaches;
- develop the best combination of British and Chinese approaches to deliver a personalised bi-lingual curriculum;
- participate fully in the HD Shanghai School co-curricular and school activity programme.
Effective Teaching Strategies
• have a thorough understanding of the purpose and aims of the HD Bilingual Schools Curriculum;
• ensure that teaching and learning is aligned with the School’s current Scope, Sequences and value added measures;
• establish a classroom environment where students feel secure and are comfortable to take risks;
• ensure that classroom/school resources are well managed;
• ensure that standards of acceptable behaviour are clearly stated and consistently fairly applied;
• ensure that all students are treated with respect; fairly and equally;
• ensure that the classroom is an attractive orderly place where equipment resources are well managed.

Connections with Students
• perform pastoral duties including student support, counselling students with academic problems and providing student encouragement;
• create an effective and challenging learning environment for each student;
• acknowledge each student’s improvement and effort;
• provide appropriate and timely feedback on work;
• encourage and monitor the progress of individual students;
• lead and participate in school activities outside of the classroom, helping to deliver a broad curriculum and build a strong sense of school community;
• establish a rapport which enhances learning.

Communication and Co-operation
• work co-operatively and supportively with all staff;
• share information, ideas and resources with colleagues;
• develop supportive and productive relationships with parents;
• communicate regularly with families through the Homework Diary and/or electronically.

Administrative Function
• fulfil the administrative functions of the class, eg. attendance, check Homework Diary/emails, involvement with the School House system etc.;
• develop schemes of work and lesson plans;
• maintain accurate and complete records of students’ progress and development;
• participate in department, school, and parent meetings;
• share assessment data and ensure it is archived;
• communicate with parents/caregivers in a timely fashion regarding student progress;
• prepare required reports on students and activities.

Contribution to the School Community
• play a full part in the corporate life of the school;
• support the School's image in the community;
• play an active part in the Boarding life of the school (as appropriate) & pastoral support duties (extended day initiatives);
• support policies and procedures currently in place.

Person Specification

Qualifications
• UK Post Graduate Certificate of Education (or equivalent)
• Qualified Teacher Status

Experience and Knowledge
• A minimum of two years relevant teaching experience is desirable, but not a requirement
• Excellent working knowledge of the National Curriculum for England and the Early Years and Foundation Stage Framework
• High levels of subject knowledge
• Training in phonics and experience teaching of phonics is desirable
• Experience working with children who have English as a Second Language is desirable
• Experience working in the UK independent sector is desirable, but not a requirement

Personal Qualities
• Ability to stretch the most able, whilst also ensuring the curriculum is accessible to all.
• Ability to inspire children with a love of learning.
• Ability to understand the needs, challenges and opportunities of an international school community.
• Willingness to contribute to all aspects of school life.
• Strong personal-relations and team-working skills.
• Ability to use ICT to enhance leaning.
• Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children.
• Ability to work with and apply all school policies.
• Rigorous can-do attitude, positive team player with a sense of humour.

**Remuneration**

The successful candidate will receive excellent salary and benefits commensurate with their experience. This will include:

• Competitive, low tax salary
• Accommodation allowance
• Start and end of contract flights (immediate family members included)
• Relocation allowance
• Excess baggage allowance
• Medical insurance (immediate family members included)
• Annual flight allowance (immediate family members included)
• 100% Tuition fees contribution for up to two children
• Annual bonus
• Renewal bonus
• Visa and legal documents sponsorship (immediately family members included)
Living in Shanghai

Shanghai is an inspiring and exciting city to live. As Lonely Planet states, ‘few cities in the world evoke so much history, excess, glamour, mystique and exotic promise in name alone.’ The metropolis is often described in evocative and romantic terms – Pearl of the Orient, Gateway to the World and Paris of the East, to name but a few.

Located in the delta of the mighty Yangtze River, approximately equidistant to Beijing and Hong Kong, Shanghai has been growing from a small market town in imperial China to a 21st century megalopolis. Shanghai is spearheading China’s rapid business development. As well as being one of China’s most significant industrial centres, Shanghai is home to China’s main stock exchange and has also put a strong emphasis on the high-tech industry and services sector.
When its vibrant economy is taken alongside it beauty and history, it is unsurprising that Shanghai is one of the world's most attractive and popular destinations for expatriates. The writer Kate Morgan sums up the charm, thrill and variety of Shanghai beautifully…

“From the architectural landmarks lining the Bund and the rickety charm of the Old Town to the leafy backstreets of the former French Concession, Shànghăi is a city that just begs for wandering. And eating. I love that you can slurp a bowl of hand-pulled noodles or bite into soupy xiăolóngbāo dumplings for next to nothing, then splurge on cocktails and fusion fare while gazing out from a rooftop bar on the Bund, over the Huángpŭ River to Pūdōng’s space-age night scene.”

The City caters extremely well for expat life. There is history, culture, and sensational food. There is luxury and convenience: five-star hotels, fine-dining restaurants, unbeatable shopping malls, supermarkets and first-class transport links provide everything you would expect to find in a leading global city.
There is also the rest of China… Shanghai acts as a gateway to the region. China is modern and progressing as a society at an incredible rate, but there is more to China than this. As the world’s oldest continuous civilisation, there is unrivalled history to learn about and culture to experience. There is the country’s vast natural beauty: mountains, deserts, mighty rivers, jungles, grassland, and coastline – China has it all.

It is also a land of opportunity. As the world turns East, an understanding of China and, even better, experience living and working there, can be hugely beneficial for career progression. In terms of education, China is undoubtedly one of the most dynamic markets in the world and employers worldwide are increasingly looking for individuals who have direct experience in China.
How to Apply

To apply, please complete all sections of the application form, including the supporting statement. In this statement please ensure you set out your interest in this position, clearly illustrate how you meet the requirements of the role and your ambitions for this new school as one of its founding teachers.

Once completed send your form to careers@hurtwoodhousechina.com

The closing date for applications is 17/03/17

Interviews will be held on a rolling basis – early application is advised.

If you would like an informal discussion about the role please send an email to careers@hurtwoodhousechina.com and we will arrange an appropriate time to speak.

Safeguarding

HD Shanghai Bilingual School is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to an enhanced DBS check (or equivalent for teachers currently working overseas) and satisfactory reference checks.