

## Job Description

Job title/Position: IB MYP/DP Language and Literature Teacher

School: Secondary School

Direct Supervisor: Secondary School Principal

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### Position Overview

The IB MYP/DP Language and Literature Teacher oversees the IB curriculum, instruction and assessment of the cognitive and aesthetic development of the students for G6 - G12. The IB MYP/DP Language and Literature Teacher reports directly to the Secondary School Principal. The IB MYP/DP Language and Literature Teacher works collaboratively with grade level team members: Co-Teachers, Teachers, Class and Single-subject teachers, Team Leaders and the Leadership Team to effectively implement the IB and strives to ensure that the curriculum and interactions meet the needs of all students in line with the mission, vision and values of the school.

### Qualifications and Experience

The IB MYP/DP Language and Literature Teacher should have:

- Current teaching certification appropriate to age level and subject specializations
- A minimum of an undergraduate degree in the area of expertise required, and preferably a Masters' Degree
- Previous IB teaching experience, and strong knowledge in the area of specializations at the required levels of study
- A strong belief in the IB philosophy and an ability to communicate well with students
- Willingness to supervise co-curricular roles
- A positive attitude
- Expertise in building active, collaborative classroom programs which encourage problem solving, critical thinking skills, and which develop a sense of classroom community and trust
- A solid understanding of a middle and high school organization, programs and students
- The ability to communicate effectively with others.
- A willingness to work beyond the school day

### Preferred Skills and Experience

- Previous MYP/DP experience, and a strong knowledge in Language and Literature
- Experience in curriculum and assessment development
- Recent and relevant professional development, including recent IB training
- Thorough understanding of the IB MYP & DP programmes
- Prior experience teaching Theory of Knowledge
- Ability to design learning experiences that incorporate digital tools and

resources to promote student learning

- Ability to communicate information and ideas effectively to students, parents, and colleagues using a variety of digital-age media
- Ability to differentiate instruction so as to customize and personalize learning activities to address students' diverse learning styles

\* Please note that the Middle/High School runs a 1-1 laptop program for all students. Mac book laptops are used throughout.

### **General Subject Responsibilities**

The IB MYP/DP Language and Literature Teacher will teach five periods of an eight period block schedule. Collaborative planning time is embedded into the teacher's weekly schedule. An advisory period is also included in the teacher's responsibilities.

### **General Teaching Responsibilities**

In addition to the subject responsibilities, teachers at HKA are welcomed into a collegial and collaborative working environment.

In support of this, teachers are expected to:

- Communicate and liaise on a regular basis with fellow department/grade members with regard to planning, assessment, parent and community contact, subject organization and classroom issues including discipline, expectations and routines
- Communicate and liaise with other school colleagues in an effort to promote and establish integrative links and/or awareness
- Take an active role in behavioural management and pastoral care of class and home room groups
- Attend and constructively contribute in staff and department/grade meetings
- Assist in supervision of student breaks
- Coordinate class activities as deemed necessary
- Maintain up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents
- Establish links with your parent community to ensure that parents are kept well informed about student progress
- Assist, as required, in the development of curricular materials
- Act as a resource/contact/support for new staff members (i.e. curriculum, schedules, procedures)
- Lead at least two co-curricular after school activities per year
- Participate in and assist with school events as required
- Maintain a high degree of professionalism and confidentiality at all times
- Other duties as assigned by Supervisor

### **School Hours**

7:45 a.m. to 3:45 p.m. Monday to Friday. Classes meet 7:50 a.m. to 3:10 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30 p.m. to 4:45 p.m.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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