

Job Description

Job title/Position: MYP/DP Spanish Teacher

School: Secondary School

Direct Supervisor: Secondary School Principal

Qualifications and Experience

The MYP/DP Spanish 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

- An ability to multi-task
- Experience in curriculum and assessment development
- Recent and relevant professional development, including recent IB training
- Experience and or understanding of the IB MYP/DP programmes
- 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 Secondary School runs a 1-1 laptop program for all students. MacBook laptops are used throughout.

General Subject Responsibilities

The MYP/DP Spanish Teacher will teach five periods of an eight period-modified 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
- Assist, as required, in the development of curricular materials
- Act as a resource/contact/support for new staff members (i.e. curriculum, schedules, procedures)
- Participate as a chaperone for Learning Outside the Classroom week
- 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 8:05 a.m. to 3:30 p.m. Wednesday is a half day for students with early dismissal enabling teachers to engage in professional and curriculum development from 1:15 p.m. to 4:45 p.m.

Contact: recruitment@hkacademy.edu.hk

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