

Job Description

Job Position: IB DP Physics and MS/HS Mathematics/Science Teacher

School: Secondary School

Direct Supervisor: Secondary School Principal

Qualifications and Experience

The IB DP Physics and MS/HS Mathematics/Science Teacher should have:

- Current Teaching Certification/Qualifications (preferably from elementary through high school grades)
- Ability to communicate effectively and lead a variety of school groups (students, teachers, parents)
- Positive attitude
- Ability to participate in and establish collaborative structures
- Sound understanding of primary, middle, and high school students and their needs
- Ability to plan and maintain an effective comprehensive school-wide counselling program
- College/University entrance requirement and counselling experience
- Proven presentation skills to a broad spectrum of audiences (middle/high students through to parents and the wider community)

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 “Backwards Design Process” or “Understanding by Design”
- Experience with or understanding of the 6 + 1 Writing Process
- Experience and or understanding of the IB DP program
- 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 (Frameworks for the Future- **F2**) for all students. Mac book laptops are used throughout.

General Subject Responsibilities

The IB DP Physics and MS/HS Mathematics/Science 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 (or study block for high school students) 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

School Hours

7:45 a.m. to 3:30 p.m. Monday to Friday. Classes meet 8:00 a.m. to 3:00 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

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