

## Job Description

Job title/Position : **Primary School Mandarin Teacher (K - G5)**  
School : **Primary School**  
Direct Supervisor : **Primary School Principal**

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### Position Overview

The Primary Mandarin Teacher oversees the IBPYP curriculum, instruction and assessment of the cognitive, aesthetic and social/emotional development of students in grades K - 5. The Primary Mandarin Teacher reports directly to the Primary School Principal. The Primary Mandarin Teacher works collaboratively with grade level team members: Co-Teachers, Teachers, Class and Single-subject teachers, Student Support Services, Division Leaders and the Leadership Team to effectively implement the IBPYP 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 Primary Mandarin Teacher should have:

- Current teaching certification (appropriate to age level)
- A minimum of an undergraduate degree in Elementary Education
- Previous Primary/Elementary Mandarin teaching experience as lead teacher
- Previous Acquisition and Native Mandarin Language teaching experience
- Ability to communicate well with others
- Positive attitude & solution-focused thinking
- Ability to participate in and establish collaborative structures
- Deep understanding of Primary/Elementary students and their developmental needs
- A proven ability to differentiate instruction for neurotypical and neurodiverse students
- Ability to engage in schoolwide Mandarin curriculum mapping and planning
- A proficient level of spoken and written English
- A proficient level of Digital Literacy
- A willingness to be flexible with approaches and tasks
- A solid work ethic
- The ability to take Initiative

### Preferred Skills and Experience

- Native Mandarin Speaker
- Proven ability to work in a multi-cultural environment
- Recent and relevant professional development
- Experience in teaching and assessing in the IBPYP
- Conceptual mapping and unit planning using Enhanced IBPYP planners

### K-G5 Mandarin Primary Teacher takes Responsibilities for:

In teaching K-G5 content, teachers strive to develop the whole child – academically, interpersonally, physically, and emotionally. Students are assessed and grouped based on their ability and home language. Students have 200 minutes a week of Mandarin-focused instruction. Students learn through inquiry with an emphasis on relevance, purpose and the spirit of making Mandarin a living language. Transdisciplinary learning and technology are fully

integrated into all areas of the curriculum. Each Mandarin Teacher oversees one grade level band of two grades (K-G1, G2-G3, G4-G5) and acts as the knowledge authority supporting their Mandarin colleagues.

### General Teaching Responsibilities

In addition to the grade level expectations, 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 team 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 homeroom groups
- Attend and constructively contribute to staff meetings
- Assist in the supervision of duties (arrival, dismissal, snack and lunch 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 the parent community to ensure that parents are kept well informed about student progress
- Report student progress to the parent community through digital learning journals and semester summaries of learning and conferences
- 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 beyond the classroom in events, admissions fairs, open days and parent education
- Support parents in contributing to student learning e.g. Panda Club, Parents as Listeners, class projects, etc...
- Continue professional development through conference attendance, seminars, network meetings, journals, etc.
- Other duties as assigned by Supervisor

### School Hours

The Primary School Mandarin Teacher is a full-time teaching position and hours are from 7:30 a.m. to 3:30 p.m. Monday to Thursday except Wednesday is a half day for students with early dismissal enabling teachers to engage in professional and curriculum development from 1:30 p.m. to 4:45 p.m. and 7:30 a.m to 3:15 p.m. on Fridays. Classes meet 8:00 a.m. to 3:10 p.m.

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

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