

Job Description

Job title/Position: **EC Mandarin Teacher**

School: **Primary School**

Direct Supervisor: **Primary School Principal**

Position Overview

The Primary School EC Mandarin Teacher fosters an immersive linguistic environment where early childhood students are immersed in Mandarin language through multi-sensory strategies in listening, speaking, reading, and writing. Utilizing a blend of whole-class and small-group instruction, the teacher creates a dynamic classroom culture that celebrates Chinese traditions and local heritage. By working in a dual-language partnership with the EC English Teacher, the language of instruction, English is enhanced and amplified through the mirroring of Mandarin language. The Mandarin educator ensures our program reflects the school's international ethos and demonstrates a deep respect for our host country's culture." The EC Mandarin Teacher works collaboratively with Pre-Kindergarten grade level team members: Co-Teachers, Teachers, Class and Single-Subject Teachers, Team Leaders and the Leadership Team to effectively implement the IB PYP 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 School EC Mandarin Language Teacher should have:

- Current Mandarin Language teaching certification/qualifications
- Classroom teaching experience
- Ability to communicate effectively with others
- Positive attitude
- Ability to participate in and establish collaborative structures
- Deep understanding of early childhood/primary school students and their needs
- Native level proficiency in Mandarin Chinese (simplified characters)
- Putonghua Proficiency Test level 2-A or above

Preferred Skills and Experience

- Experience in teaching students from 3 years to 5 years
- Recent and relevant professional development in Mandarin Language
- Proven ability to work in a multi-cultural environment and multiple levels
- Proven ability to build a Mandarin Language program
- Experience in curriculum development
- Experience in IBPYP

General Teaching 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 such including discipline, expectations and routines
- Communicate and liaise with other school colleagues in an effort to promote and establish integration links and/or awareness
- Take an active role in behavioral 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, arrival and dismissal
- 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 and the Mandarin program, i.e. Mandarin curriculum evening, etc.
- Maintain effective classroom management practices
- Plan and organize Mandarin language learning through the development of daily and weekly lesson plans
- Cooperate with classroom teachers to organize student cultural celebrations and opportunities for local community interactions.
- Implement teaching strategies that integrate the Mandarin language curriculum as well as address the needs of students as in line with PYP Units where relevant and appropriate
- Report student progress to parent community through semester narrative progress reports, semester parent conferences, and portfolio development and newsletters
- 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 school day as required
- Participate in and assist with school events as required
- Continue professional development through conference attendance, seminars, network meetings, journals, etc...
- Other duties as assigned by Supervisor

Contact: recruitment@hkacademy.edu.hk

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