Stamford American SCHOOL HONG KONG

Job Description Form

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.		
Position Title	EAL Teacher, Middle School	Reference: 260902
Function/Department	Academic	Location: Hong Kong
Manager Title	Head of School and Principal(s)	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the EAL Teacher is essentially to build and maintain a successful EAL Program which includes providing support for students with English language needs and preparing EAL students for accessing the curriculum in English.

Responsibilities

Relationships:

- Developing trusting and effective relationships with all the children in the class and their parents
- Establishing supportive and positive working relationships with all other members of staff
- Becoming a presence across the whole school and a representative of it within its wider community

Educational Role:

- Developing and executing the preparation, planning and delivery of EAL classes and activities for students
- Using a range and balance of teaching strategies
- Grouping strategies using a variety of different learning situations, including whole class, small group, partner work and individual work
- Building on student capabilities and differentiating to meet student needs
- Ensuring that the teaching environment is well managed and appropriately resourced
- Planning to ensure that 'students achieve more than they think they can' by collecting and using information on student performance
- Planning which emphasizes connections among curriculum areas
- Planning in a collegial and professional manner with peers, showing respect, being prepared and on time, and adhering to the school wide meeting norms and team's essential agreements at all times
- Involving students, parents and colleagues in the assessment process on a regular basis and as appropriate
- Involving students in shared reflection during, and at the end of, each unit on a consistent basis
- Evaluating the program collaboratively with teaching partners, and parents and students as appropriate, using agreed flexible systems

Extended Professional Role:

- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of Stamford American International School
- Taking responsibility for the class during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Ensuring that the children are safe and secure at all times
- Communicating regularly and positively with parents via timely meetings, class webs, reports and conferences
- Carrying out other duties and tasks as reasonably directed by your Principal(s) and/or Head of School

Parents:

- Coordinating parent meetings where appropriate to review a students' progress

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General

- To teach any classes as deemed necessary
- To provide any other reasonable duties delegated by the School Management

Position Requirements

- At least 3 years of experience in working with children as an EAL teacher with relevant qualifications
- Curriculum development knowledge is required
- Possess highly developed interpersonal and teamwork skills
- Excellent verbal and written English skills
- Good references on request
- Proficient in using computers
- Proficiency in other EAL testing and reporting systems
- Experience with and knowledge of co-teaching

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required

Preferred:

- Master's degree in Education
- WIDA trained
- SIOP trained

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- Duties performed within a school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required Identify the working conditions and physical demands related to the essential duties – working outdoors, travel, and overtime.

Terms of Employment

- Working Hours: 7:15 am – 4:15 pm, Monday to Friday, plus occasional staff meetings and trainings
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.