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	Substitute Teacher	Reference: 260922
Function/Department	Whole School	Location: Hong Kong
Manager Title	Team Leader / Divisional Principal	
Position Type	Fixed Term	
Position Status	Part-Time	

Position Objective

The Substitute Teacher is responsible for providing and maintaining an educational atmosphere conductive to learning when the main teacher of the class is not available. The Substitute Teacher should be comfortable with different age ranges of children and be able to instantly support a class.

Responsibilities

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 Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

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 child-centered learning activities for the children in the class
- Being a facilitator in the classroom and taking an interactive role with 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; at desks, on the floor, etc.
- Viewing students as thinkers with their own emerging theories
- Building on what students know, and differentiating to meet student needs
- Ensuring that the classroom environment is well-managed, properly ordered and neatly presented
- Planning to ensure that 'students achieve more than they think they can', by collecting and using data such as MAP scores, and other formative and summative assessments
- Planning which emphasizes connections among curriculum areas and explicitly focuses on trans-disciplinary skills
- Planning which accommodates a range of ability levels and learning styles; teachers are expected to modify and accommodate for students as needed, i.e. accommodating individual language needs (EAL), student support services, students who are struggling as well as students who need more of a challenge
- 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, 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 the Stamford American School Hong Kong
- 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

Parents:

- Coordinating parent meetings where appropriate to review a students' progress
- Coordinating efforts of parents to assist with classroom volunteering duties or on excursion

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 a 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 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 a 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.

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Terms of Employment
• Working Hours : Monday to Friday (Excluding Public Holidays), 7:15 am to 4:15 pm • Probation Period : Required • Referee Request : Required • Background Check : Required **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.**

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.