



## CHINESE TEACHER JOB DESCRIPTION

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| <b>Job Title:</b>    | Chinese Teacher |
| <b>Line Manager:</b> | Head of Chinese |

### Purpose of Job

N/A

### Duties and Responsibilities

- 负责小学语文教学，执行学校教学标准及要求，确保优质语文教学质量；  
Responsible for primary level Chinese language teaching and implementation of the School's teaching standards and requirements to ensure quality language teaching
- 根据学生年龄性格及学习特点，制定实施科学有效的教学方案及方法；  
Develop and implement scientifically proven teaching plans and methodologies based on age groups and learning traits
- 设计并指导学生作业，对学生因材施教，耐心指导、鼓励探究；  
Design homework and provide guidance to students, customize methodologies according to student needs, coaching them patiently and encourage them to explore more
- 参加学校组织的教研、不断提升专业水平及授课技巧；  
Participate in researches organized by the School to enhance professionalism and teaching skills on an ongoing basis;
- 全面了解学生学习及其他情况，针对性教育教学，积极与家长交流学生学习情况。  
Gain thorough understanding towards learning and other aspects of each student, deliver outcome-oriented education and maintain active dialogues with parents about student learning
- 积极开展与指导学生学科活动；积极开展校本课程与教材研发。  
Actively develop and guide students' subject activities; actively develop school-based curriculum and textbook research and development.

### Requirements

- 统招本科及以上学历，对外汉语、汉语言、教育学等相关专业；  
University graduate or above in Teaching Chinese as a Foreign Language, Chinese Language, Pedagogy and so forth.
- 5年以上知名学校一线教学经验，持有教师资格证；  
Holder of teacher qualification certificate with frontier teaching experience of 5 years or more
- 具有良好的职业素养，有丰富娴熟的教育教学方法；熟练使用多媒体；  
Exceptionally professional and familiar with pedagogy and the use of multimedia
- 热爱学生，亲和力强；良好的沟通表达能力，高度的责任心，优秀的学习及创新能力；  
Having strong passion and affinity for students, good at communication, highly responsible and competent in learning and innovation
- 英语口语流利，能与外籍教师流利交流，有海外留学背景者优先；  
Demonstrate English proficiency with capability of communicating with expatriate teachers; overseas study experience preferred.



6. 省市级学科带头人、省市级赛课一等奖、特级教师人员高薪聘请。

- Highly competitive package will be offered to top subject performers at provincial or city level, first prize winners in any teaching competition at provincial or city level and special-grade teachers

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school

