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包玉刚实验学校
YK PAO SCHOOL

YK Pao School

Shanghai, China

Primary Head of Visual Arts

For August 2025

YK Pao School is committed to safeguarding and promoting the welfare of children, and requires all staff to always respect this commitment, regard it as their own responsibility, and evaluate the work all-round from the perspective of children's safety. To comply with, participate in and implement the work and requirements of child protection is the primary task of all staff members. At the same time, the school expects the staff to take the initiative and contribute to the school community and school's development in a wider range.

Role Responsibilities:

Heads of Subject are impactful and lead teaching practitioners who know their subject content and how to teach it in an engaging way that leads to learning progress for a diverse student body. They plan and implement effective teaching and learning, and create and maintain supportive and safe learning environments. They draw on their professional knowledge to lead teaching and learning within their subject while also contributing to the pedagogical success of the school. Heads of Subject:

- lead teaching and learning
- guide and inspire others
- ensure the learning needs of student's are met
- contribute to the broader life of the school
- undertake the administration of the department.

Key Responsibilities:

Lead Teaching and Learning

- Undertake teaching responsibilities as determined by the Campus Principal
- Demonstrate exemplary and impactful teaching of their subject
- Create stimulating, challenging and supportive learning environments, promoting student agency for learning
- Lead the annual review and development the school's scope and sequence of learning for the subject; liaising with HoD within the middle and senior schools
- Lead the annual review and develop the school's handbooks for parents and staff, focusing on subject specific information
- Actively contribute to the review and development cycle of the school's teaching and learning policies and processes

- Plan for and implement authentic across-curriculum learning links, making this evident at the start of each school year and remaining flexible throughout the year
- Develop schemes of work that ensure rigorous learning of subject knowledge, skills and concepts alongside fostering student-lead inquiry and the transferability of learning to new settings
- Document and implement planning and reporting expectations for those within the department, providing regular and consistent feedback to ensure maintenance of high expectations
- Maintain processes that support the ongoing informal and formal review of teaching and learning programs using multiple sources of evidence including student assessment data, feedback from parents, staff and other school leaders
- Ensure subject curriculum materials are stored and shared in accordance with school processes, including but not limited to the use of the school's online learning management system
- Provide forward focused feedback around planning to members of the department creating links between planning and evidence of student success with learning
- Devise and lead the implementation of the department's annual assessment and reporting plan, ensuring expectations are clearly articulated, understood and upheld
- Devise and lead the implementation of the department's student feedback process; ensuring consistency and impact of implementation
- Guide the writing of academic reports for students; ensuring consistency and continuity of information between subjects, classes and cohorts
- Adhere to national curriculum requirements; keeping up to date with subject developments
- Provide timely advice and guidance about future developments in curriculum, pedagogy, staffing and resources
- Support other leaders in their curriculum reporting requirements to government authorities, the Board of Governor's and other like authorities (CIS etc.)

Lead and inspire others

- Ensure impactful teaching and learning, playing a significant role within and beyond their subject
- Model collective responsibility for students' educational outcomes and overall wellbeing
- Build a professional learning community within the department that is focused on the ongoing improvement of teaching and learning
- Set high expectations for self and others; establish and pursue professional goals
- Support the PPO in lesson covers the emerge within the department
- Review the effectiveness of teaching strategies and schemes of work; leading colleagues in this ongoing process
- Share impactful classroom practice through the teaching of demonstration lessons and other such strategies
- Mentor and/or coach colleagues to review and expand their repertoire of impactful teaching strategies
- Implement the school's performance and development processes within the department, including but not limited to assisting with recruitment, induction, probation and appraisal
- Strengthen the school's 'open classroom' approach, conducting an impactful and responsive balance of informal and formal walk-throughs in addition to formal lessons observations

- Lead the application of processes to ensure consistency and continuity of learning outcomes and timely response to student intervention; for example, baseline identification, target setting, moderation of work, book-looks, and pupil progress meetings
- Lead the development and implementation of the department's continuous professional learning plan (CPD) drawing on the strengths of others within the department
- Contribute meaningfully to the planning and implementation of the school's overall CPD plan
- Clearly articulate the school's pedagogical beliefs and how these are applied in practice within the department
- Enable student achievement and learning progress to be shared with the broader school community; creating department strategies and expectations to support this

Meet learning needs of students

- Establish reliable processes within the department to provide feedback to students that adopt a balanced approach to valuing student performance and measurable achievements with student's learning behaviors and recognition of them developing intrinsic motivation for learning
- Create differentiated learning pathways for students; proactively planning to accommodate differing prior knowledge, skills and attitudes of students
- Provide timely interventions by engaging members of the department in an ongoing cyclic process of reviewing evidence of student learning to inform upcoming planning and resource allocation
- Engage students in goal setting and the adoption of other strategies to support assessment for learning
- Maintain holistic oversight of student progress with the department by proactively sharing student data and information with other school leaders, including the Head of Learning Development

Contribute to the broader life of the school

- Actively collaborate with other leaders in the Pao middle and senior schools, and with other schools via professional networks
- Actively collaborate with other primary school leaders, sharing insights across departments
- Participate effectively within Heads of Subject meetings and other leadership groups as required
- Promote shared understandings between home and school by running parent workshops and other strategies
- Actively seek ways to celebrate student learning within the broader school community, linking this with other departments where possible and applicable
- Provide challenge, stretch and application of learning by seeking and facilitating opportunities for students to take part in subject specific competitions and/or community events within the local setting and, where possible, globally
- Participate in and contribute to the co-curricular program of the school; providing proactive leadership of music and performance components
- Coordinate staff as they provide support for, and leadership of various school endorsed teams and events
- Work in close partnership with parents; fostering their ongoing alignment of understandings and actions between home and school
- Foster professional networks within and beyond the school community to further enrich the outward view of the school

- Lead parent volunteers as they take forward the coordination of various music and performance groups ensuring their adherence to the school's code of conduct for volunteers
- Liaise with outside music and performance associations and external providers; creating positive and effective working relationships
- Lead the work of the instrumental music teachers; incorporating these staff into the life of the school
- Support of the PTA core; for example their hosting of the school's Spring Fair
- Support of the various across school events; including an arts focus where applicable (for example, support of Chinese Culture Week, International Week, Grade 5 Graduation and like
- Coordination of and provision of agreed whole school music and performance events

Undertake administration of the department

- Establish a vision for and goal setting with the department, ensuring interconnection with the larger pedagogical focus of the school
- Actively enable contributions from stakeholders (colleagues, parents and students) to inform department decision making and goal setting
- Hold and lead collaborative planning meetings, maintaining records of discussions and actions
- Produce an annual report for the Principal to inform school development planning
- Produce reports as required by the Senior Management Committee and Boards of Governors
- Write, in collaboration with team members, the annual department plan, ensuring its interconnectedness to the broader school plan
- Guide the implementation of the department's annual development plan, remaining flexible and agile to respond to changes in circumstances
- Write, in collaboration with team members, the department's annual formal assessment and intervention plan, ensuring its implementation
- Provide oversight of teaching spaces to promote student agency and visibility of learning
- Keep accurate inventories of assets in the department
- Where requested, line-manage ancillary staff
- Manage the departmental budget
- Uphold and contribute to the development of school academic policies and processes
- Keep a comprehensive online presence of up-to-date department resources
- Respond constructively to requests from other departments within the school such as the admissions department, marketing department, primary principal's office and the like
- Ensure that displays in and around the department's teaching area are stimulating, helpful to students and indicative of the high standards the school expects

Job requirements:

1. Bachelor's degree or above
2. Major in education
3. Arts related qualification (preferred)
4. 5+ years of full-time teaching experience
5. Teaching experience in international or bilingual school (preferred)
6. Working experience as a Head of Department/Subject
7. A relevant tertiary degree and teaching qualification
8. Teaching qualification

Others:

1. Excellent written and spoken English
2. Effective interpersonal communication skills
3. Excellent technological literacy across a range of applications
4. The ability to work collaboratively with other members of staff
5. An applied understanding of concept-based learning
6. Commitment to having high expectations for all students and staff
7. Effective administrative and organisational skills
8. Excellent subject knowledge
9. Commitment to the full life of an independent school; including the willingness to work flexible hours when needed

For more information please visit: www.ykpaoschool.cn