

# 加入我们 — 职位信息

## Join us — Vacancy Information



包玉刚实验学校  
YK PAO SCHOOL

### **YK Pao School**

**Shanghai, China**

**Middle School English Literature Teacher**

**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.

Applications are invited as soon as possible as we will be beginning online interviews shortly.

### **Main Responsibilities:**

A full-time teacher would be expected to teach 60% of our timetable (18 lessons out of 30 lessons), with class size of about 24 students.

### **Curriculum:**

Contribute to the development of a comprehensive curriculum for your subject area and actively participate in the refinement of the curriculum annually with a systematic and thorough approach.

Engage in discussions with the academic leadership team as well as department members around key curriculum areas including the unpacking of standards (local and international), the identification of skills and how they progress across year levels, and the key content and its alignment across year levels.

Share feedback/suggestions with school leadership about the curriculum.

### **Teaching and Learning:**

Participate in collaborative planning sessions with your teaching team members, following stated department expectations.

Produce plans and resources and deliver high-quality lessons that are aligned to YK Pao Middle School policies, principles, and practices.

Develop assessments that are aligned to YK Pao Middle School policies, principles, and practices and moderate assessments with teaching team members.

Actively participate in department meeting discussions, pedagogical conversations, data analysis and contribute to the department goal achievement.

We would want all our teachers not only to be passionate about their subject but also to be willing to contribute to the pastoral and co-curricular program within the school.

Almost all teaching staff are also homeroom teachers who would see a group of 24 students together with another colleague. Homeroom teachers are responsible for overseeing the welfare of students as well as their academic progress.

All teaching staff will contribute to co-curricular program a couple of times a week. Ideally this would be any activity that the teacher themselves is interested in.

#### **Administrative Tasks:**

1. Upload and update content on appropriate platforms in a timely manner following department expectations.
2. Meet deadlines and expectations regarding reporting and communication.
3. Communicate with leadership when support is needed.
4. Represent the school and department well in events or functions.

#### **Professional Development and Extra Responsibilities:**

1. Teachers are required to participate in school-supported internal and external professional training for teachers.
2. Stipend extra responsibility: Heads of Department, Head of Year, and other management positions. Some of them will have lower timetable requirements. This will be summarized in a supplemental document and renewed annually.

#### **Job Requirements:**

1. Bachelor's degree in related field required, advanced degree(s) preferred.
2. At least 2 years of relevant experience in working with adolescents.
3. Expertise in and a passion for your subject and a genuine interest in working with teenagers.
4. Excellent communication skills, the ability to take the initiative and the flexibility to deal with change.
5. Enthusiasm, energy, creativity and the willingness to take risks.

#### **Preferred but not essential Requirements:**

1. Experience of working in an International School.
2. Experience with second language learners.
3. Bi-lingual ability (English and Mandarin Chinese).

#### **Certificates:**

Valid teaching certificate

For more information please visit: [www.ykpaoschool.cn](http://www.ykpaoschool.cn)