



### **YK Pao School**

**Shanghai, China**

**Middle School Director of Teaching and Learning**

**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.

### **Position Aims:**

The primary role of the Middle School Director of Teaching and Learning will be to monitor, evaluate, and ensure the quality of teaching and learning at HQ Campus. The DTL will serve in a leadership position on the Campus Leadership Team (CLT) and the key contact person for government-related teaching and learning requirements.

### **Compliance Responsibilities:**

Keep abreast of the latest national laws and regulations, industry norms, certification (such as CIS/WASC) standards related to the business within your responsibilities, maintain a high level of professional ethics and requirements, and ensure that management decisions, policy making and work practices fully comply with the above regulations, standards and requirements; Revise relevant internal policies, procedures and the release of information in time when relevant regulations and requirements are changed or updated, and remind promptly relevant personnel and departments within the school to ensure that the school operation is always in compliance.

### **Main Job Responsibilities:**

#### Leadership and Management

1. Participate in Middle School Campus Leadership Team;
2. Support the development of Middle School teachers in improving their instructional practice;
3. Establish a coaching program and support the development of instructional coaches in their work with individual teachers and departments to improve the overall quality of teaching and learning;
4. Lead campus-wide pedagogical initiatives, providing departmental and individual support and guidance;

5. Work closely with other CLT members on appointment, induction, probation, and performance review of new and returning teaching staff;
6. Manage the Lab Technicians to oversee the safety and overall practices, policies and procedures of the Science Labs;
7. Manage the Library staff and program to ensure effective use of the library and its resources;
8. Ensure all government requirements and communication are completed and met, follow-up with relevant parties as required.

#### Teamwork

1. Work closely with Heads of Department and Middle School Deputy Principal (Academics) to moderate curriculum, instruction and assessments within subjects and departments;
2. Work closely with the Middle School Deputy Principal (Academics) to monitor and evaluate campus teaching and learning quality through formal and informal classroom observations aligned to Pao Teaching Standards;
3. Work closely with the Middle School Deputy Principal (Academics) to administer yearly target setting, staff development plans, and a professional review system (reviewer/reviewee);
4. Work closely with the Middle School Deputy Principal (Academics) to promote high-quality teaching standards through modelling and sharing of best practices in and out of the classroom;
5. Work closely with the Middle School Deputy Principal (Academics) to facilitate campus-wide internal and external professional development programs through coordination with the other CLT members;
6. Work closely with subject teachers in English, Humanities, PHE, and Chinese departments to coach and develop them as they implement improvements in curriculum, instruction, and assessment in their classes.

#### Communication

1. Share and communicate educational data internal and external with relevant staff to help inform planning;
2. Supervise and ensure high quality and timely communication with parents, students, other departments, and government officials regarding Middle School Academics;
3. Support the organization and execution of parents' academic-related events and communication as well as contribute to weekly circular communication as required.

#### **Job Requirements:**

1. Master's Degree
2. 3+ years of experience as a middle or senior level school leader
3. 3+ years of experience in coaching and mentoring teachers
4. 3+ years of experience implementing and leading Professional Development
5. 10+ years teaching experience preferred
6. Strong communication skills in English and bilingual is preferred

#### **Certificates:**

Valid teaching certificate

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