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包玉刚实验学校
YK PAO SCHOOL

YK Pao School

Shanghai, China

High School English Teacher (IB & IGCSE)

Date of start: August 2025

Primary Responsibilities:

Safeguarding Responsibilities:

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.

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.

Key Responsibilities:

Primary Functions

- Teach according to the class schedule developed by the Academic Affairs Office
- Contribute to the pastoral care program, whether living off or on campus
- Support the co-curricular program
- Serve as a tutor to a group of students if required.

Academics: An FTE teacher will teach a work load to be determined by the needs of the School but typically 16 -18 hours of instruction per week. Teachers who support the residential program will have an adjusted workloads. The teacher shall be responsible for the full delivery of the Academic Affairs in their subject area and, under the supervision of Subject Department Head and the Director of Curriculum, complete all administrative and teaching duties to ensure student advancement within the School's sequence of study. Teachers will also be expected to pursue professional development opportunities, with the support of the School, to improve and perfect their craft.

Afternoon Activity: An FTE teacher will supervise and/or lead a co-curricular activity during the activity time. Working under the supervision of the Director of Co-curricular Activities, a teacher who lives on campus and is a full-time dorm parent will typically be asked to participate in 2 co-curricular activity periods. A Teacher who lives off campus or lives on campus but is not a full-time dorm parent will typically be asked to participate in 4 co-curricular activity periods.

Residential Program: A FTE teacher who lives on campus and is a fulltime dorm parent will reside in School housing and will supervise evening hours in the dorms (houses) according to duty arrangements as set by the Housemaster/mistress and ensure the health and safety of the students in their charge. The teacher is responsible for following School residential policy and maintaining good communication with all other faculty members who conduct duty in the same house. A FTE teacher who lives off campus will contribute to the school as required to support the residential program.

Pastoral: An FTE teacher will be expected to advise a group of students during the school year. The tutor will meet with the students on a regular basis and will lead pastoral program with them. The tutor will also work to individually support the needs and interests of the students. Finally, the tutor will communicate with parents on a regular basis and will act as a main conduit of communication between the School and the family.

ER (Extra Responsibility) Position: appointment to a stipended ER position may involve modifications to the above duties and reporting line. Such modifications will be summarized in a supplemental document.

Job Requirements:

1. Bachelor's degree in related field required, advanced degree(s) preferred
2. 3+ years experience from an accredited School
3. Experience working in residential setting (School, camp, International travel supervision)
4. Experience supervising an afternoon activity. Athletic Coaching or personal sport interest preferred
5. Experience participating in pastoral program
6. Good communication skills (spoken and written). Training in student support preferred
7. Valid teaching certification is mandatory
8. Teaching Degree strongly preferred
9. Experience with second language learners preferred
10. Bi-lingual ability (English and Mandarin Chinese) preferred but not required
11. Educators who show a devotion to their subject matter but also have a genuine interest in working with young men and women
12. Educators with excellent communication skills, who show initiative and who can easily adapt to change

For more information please visit: www.ykpaoschool.cn