



JOB DESCRIPTION

Location	Dulwich College Suzhou
Department	Primary School
Position/Job Title	Assistant Teacher
Reporting to	Classroom Teacher, Head of ATs and Assistant Head of the Primary School
Date Reviewed	April 2024

At Dulwich College International, **students come first**. And because teachers play an extraordinary role in nurturing our students to become confident, curious and knowledgeable global citizens, we look to recruit the very best practitioners in international education who are passionate about unlocking the potential of our students.

Our teachers nurture and inspire their students today to make a positive difference in the world – living fully, living responsibly, and living sustainably. We empower our Teachers to **Live Worldwide**.

Our Vision For Teachers

Worldwise teachers:

- Put students first in all they do
- Display a positive attitude, adaptability, and open-mindedness
- Show professional initiative and perseverance
- Are truly collaborative and display highly developed communication skills
- Are committed to internationalism and equity
- Are committed to sustainability and global citizenship

Worldwise teachers believe in:

- The right of every student to be safe, supported and nurtured
- Evidence-based and innovative pedagogy
- Personalised and differentiated student learning
- Setting high expectations for every student
- Empowering students to reach their own goals
- High levels of student motivation and engagement

A Worldwise teacher's practice:

- Maximises every student's opportunity to learn
- Promotes student agency, reflection, and a love of learning
- Delivers academic rigour and holistic learning
- Reveals the complex and inter-disciplinary nature of learning content
- Creates a supportive and dynamic learning environment
- Develops students' higher-order thinking



<p>Brief Overview of Role</p>	<ul style="list-style-type: none"> • To help plan, prepare and deliver learning within the Primary School context, guided and supported by a lead teacher; • To support student’s language development of their mother tongue, in addition to second language development; • To provide general support to the class teacher in the management of individual and groups of students
<p>Responsibilities</p>	<p>All employees are subject to the conditions of employment set out in their Employment Contract. This details the professional and particular duties required of employees, together with benefits provided by the College.</p> <p>The duties of Assistant Teacher at Dulwich College Suzhou are as follows:</p> <ul style="list-style-type: none"> • Ensure that safeguarding, health and safety, and all other College policies are known, understood and embedded into practice. • To support children who are learning English and Mandarin as a second language. • To spend time planning and delivering language support within the classroom, supported by the lead teacher. • Provide for the students’ welfare/personal care both individually and in groups, and ensure their safety. • Act as a role model, showing awareness of individual needs, responding to these. • Encourage student interaction and engagement with all learning activities. • Prepare and routinely maintain classroom materials/resources/displays, assist students in their use, clear afterwards and display students’ work. • Teach and support students in lessons in relation to learning strategies • Be aware of student problems and achievements, reporting to the lead teacher as appropriate. • Support the lead teacher in managing behaviour. • Assist in developing each pupil’s learning process, positive behavior, social & emotional skills and the College’s philosophy. • Provide clerical and administrative support e.g. photocopying, typing, filing, collecting money etc as required. • Understand the College’s philosophy, expectations and policies and carry it forward. • Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person. • Contribute to the overall aims of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required. • Attend all school events and functions notified by the Head of Assistant Teachers or Senior Managers.



	<ul style="list-style-type: none"> • Be aware of and take part in the schools performance management framework and participate in training and development activities as required. • Assist with the supervision of students out of lesson times and accompany school trips and other out of school activities with the teacher as required. • Undertake any other similar duties as required.
<p>Person Specification</p>	
<p>Qualifications and Skills</p>	<ul style="list-style-type: none"> • Bachelor degree required, major in preschool education or primary school. • PRC teaching certificate required. • Good attitude to work, sense of initiative and strong responsibility, trustful. • Ability to express his or her views on related work openly. • Ability to build strong relationships with pupils. • Ability to build relationships with other team members. • Good command of both spoken and written English. • Computer literate.
<p><i>Our College/School is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices, which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, successful references, as well as due visa and work permit process as required by Chinese law.</i></p>	
<p>Position held by</p>	
<p>Acknowledgement (Employee's Signature)</p>	