



Phoenix House International School

Job Description

Specialist Teacher - Japanese (Prep School)

Professional Responsibilities

The post holder will be required to exercise her/his professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

1. Development of the school

- Support the vision, positive ethos and policies of Phoenix House International School and strive to improve the standards of Japanese teaching, learning and attainment of pupils.
- Work with year group teams to achieve the priorities and targets which the school sets for itself in implementing innovative, thematic schemes of work.
- Support the development and on-going review of the school's curriculum and related schemes of work.
- Support the evaluation of the effectiveness of the school's performance, policies and developments.
- Support the development of the school's assessment procedures.
- Keep abreast of UK and global educational developments in line with the needs of the school.

2. Teaching and Learning

- Work with a team to ensure high standards of Japanese teaching, learning and attainment for all pupils.
- Plan and prepare stimulating, challenging, enjoyable learning opportunities which take into account the thematic, creative, language-rich curriculum of the school and the individual language abilities of the pupils in the class.
- Be an inspiring teacher, clearly demonstrating all pupils' needs are met and their learning is challenging.
- Give immediate oral/written feedback to pupils about their learning so that they know how to improve.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Use data effectively to improve student experiences and outcomes.
- Provide guidance and advice to pupils on educational, social and emotional issues.
- Maintain high standards of behaviour in all learning situations.
- Communicate and consult with the parents/carers of pupils about their child's progress in all areas.
- Communicating and cooperating with external agencies as appropriate.

3. Management

- Inform and manage TAs in support roles in school lessons.
- Work closely with the team to secure and maintain excellent communication and high standards across the school.

4. Other Specific Responsibilities

- Contribute to house life as a staff house member.
- Support termly residential trips to North Peak Enrichment Campus (Hokkaido) to enhance and encourage the skills and experience of all pupils.
- Enrich curriculum learning through local language-based day trips.
- Participate in continuing professional development (CPD) activities.
- Participate in arrangements made by the school for the review and management of performance.
- Maintain and develop links with parents, other schools, educational institutions and the wider community, in order to enhance teaching, learning and personal development opportunities of all the pupils.
- Attend and participate in assemblies, registering attendance of pupils and supervising pupils whether before, during or after school.
- Run enrichment activities before/during/after school.
- Contribute to and attend the whole school community and house events throughout the year.

Personal Specifications

Experience

- Substantial and successful Japanese language teaching experience.
- Experience of assessing pupil progress in line with the NC14 for Modern Languages and/or Japanese curriculum.
- High level of personal skill in and passion for Japanese teaching and innovation.
- Experience of contributing to creative curriculum development.
- Interest in innovative lesson design and effective integration of technology to engage learning.

Knowledge, skills and abilities

- A thorough knowledge and understanding of the NC14 for Modern Languages and/or Japanese curriculum and how it can be implemented creatively and flexibly.
- Ability to be a good team player with a good understanding of how teamwork contributes to harmonious school life and purposeful school development.
- Excellent verbal and written communication skills.
- Ability to work under pressure, prioritise tasks and manage time effectively in order to meet deadlines.

Disposition – evidence of

- Native Japanese speaker.
- Commitment to excellence and to significantly raise the skills and personal achievements of all pupils.
- Personal and intellectual qualities required to set an example to others.
- Ability to work on own initiative and be proactive.
- Flexibility, drive, energy and enthusiasm.
- Approachability and a sense of humour.