**Job Title:** MYP Subject Teacher

**Department:** Secondary School

**Location:** CISK, Kunshan

**Report to:** Secondary School Principal

**About CISK**

Founded in 2012, CISK is a K-12 international school and is the only international school in Kunshan licensed by the Education Bureau of Jiangsu´s provincial government. CISK is the only IB Continuum World School in Kunshan that offers the International Baccalaureate (IB) programmes for students from kindergarten to high school, with English as the language of instruction. The school follows the IB education philosophy to develop international mindset as the core of the school´s culture. CISK focuses on improving students' learning abilities, cultivating their spirit of humanity and innovation, while school also developing students' personalities. The school has a comprehensive curriculum system, so that students can master knowledge, develop their interests and specialties, and so grow into individuals of moral integrity and strong abilities.

**Job Scope**

The MYP Subject Teacher is responsible for ensuring the effective learning of students in grades 6-10 in the subject area in line with the IB MYP curriculum framework.

**Main Duties and Responsibilities**

Academic

* Plan lessons according to the system followed by the school and subject area and deliver the lessons so planned to the students;
* Submit all schemes of work, lesson plans and any other material to the relevant academic leaders according to school’s requirement;
* Regularly assess and mark students work following the guidelines of the school’s assessment policy;
* Develop and execute authentic assessment tasks in alignment with subject requirements and expectations
* Manage one’s classroom with regard to developing an interesting, stimulating and appropriate working environment for the students and set and maintain standards of student behavior that enhance the learning that takes place;
* Invigilate mock and formal examinations according to IBO regulations
* Maintain effective records of student attendance, work covered and of student progress regularly;
* Provide detailed academic reports on all students in one’s classes in accordance with the MYP reporting schedule;
* Liaise with other members of staff to establish cross curricular links and work practices;
* Attend department meetings and participate in periodic curriculum and syllabus review;
* Maintain familiarity with developments in one’s subject area and in pedagogy through research, reading and workshops.

Pastoral Care

* Be available for any student seeking guidance or help;
* Give additional academic support to students when necessary;
* Establish partnerships with parents so that they are well informed about student progress and work together to support student growth

General

* Be professionally consistent with the school’s mission and values.
* Note and apply the school’s policies and procedures as applicable.
* Cover as required for absent colleagues;
* Undertake any task the Department Head and Principal may reasonably identify in time of need.

**Communication Responsibilities**

* Build a communication bridge between parents and the school. Communicate with parents as needed.
* Provide bi-weekly updates regarding what has been covered in class and what is coming up in the next week.
* Respond to parents’ concerns honestly or pass parents’ concerns to the team leader.
* Meet with parents (in parent-teacher interviews or whenever necessary) to communicate about academic or social/emotional issues.
* Record and address all kinds of problems and complaints from parents in a timely manner, transferring relevant information to related departments and providing feedback promptly.

**Qualifications:**

* Bachelor’s degree in related field (Master’s degree preferred).
* Valid teaching certification/licensure.
* Minimum of 2 years of teaching experience and curriculum and assessment development.
* Experience and understanding of the IB MYP program, particularly in the subject
* Strong organizational, communication, and interpersonal skills.
* Ability to work collaboratively with teachers, staff, and students, parents.
* Patience, flexibility, and a passion for working with young learners.
* Proficiency in using educational technology and digital tools.