OUR MISSION
UISG is an inquiry-driven learning community that embraces the diversity and uniqueness of each individual and commits to the International Baccalaureate Continuum.

OUR VALUES
Unique · Inclusive · Successful · Globally Aware

JOB DESCRIPTION 职位描述

MYP/DP Subject Teacher

Secondary School *– Full-time – Academic year, 2027-2028*

Position 职位	*MYP/DP Subject Teacher*
Division 部门	*Secondary School*
Reports to 直属上级	*Head of Secondary*
Liaises with 联络对象	*Students, Parents, UPTA, and extended UEF Community.*
Contract 合同类型	*Overseas - Full-time - Initial Contract is 2 Years*
Start date 入职日期	*July,2027*
Location 工作地点	*Utahloy International School Guangzhou, 800 Sha Tai Bei Road, Baiyun District, Guangzhou*

01 Overview of the Role 职位概述

A Diploma Programme / Middle Years Programme (DP/MYP) teacher embodies inquiry, creativity, and critical thinking, fostering a classroom environment where curiosity thrives, and students are empowered to take charge of their learning.

- Inquirer: DP/MYP teachers exemplify inquiry, seeking knowledge and inspiring students to explore through thought-provoking questions.
- Facilitator of Learning: They create engaging, concept-driven learning experiences that encourage critical thinking and collaboration among students.
- Culturally Responsive Educator: Understanding classroom diversity, they foster an inclusive environment that values all cultures and integrates global perspectives.
- Innovative and Adaptable: DP/MYP teachers embrace innovation, adapting methods and incorporating technology to enhance engagement and learning outcomes.
- Reflective Practitioner: They regularly reflect on their practices and seek feedback to improve their effectiveness.
- Cultivator of Positive Culture: They establish a safe, respectful space that motivates students to take risks and fosters a sense of community.
- Lifelong Learner: DP/MYP teachers model lifelong learning by pursuing professional development and staying informed about educational research.

02 Key Responsibilities 主要职责

High Quality Learning and Teaching

- Foster an Inclusive Environment: Cultivate a culture that values diversity, respect, and empathy, supporting both social-emotional and academic growth.
- Engage in Inquiry-Based Learning: Design units that challenge students to explore and construct knowledge through experiential and self-directed learning.
- Differentiate Instruction and Assessments: Recognize that students have diverse learning needs, and bring the background and interest to support them appropriately. Implement varied instructional strategies aligned with MYP and DP standards to meet those needs.
- Facilitate Collaboration and Leadership: Create opportunities for students to work together, share ideas, and lead discussions, promoting ownership and responsibility.
- Reflect and Improve Practices: Continuously assess instructional effectiveness through feedback and refine strategies for ongoing improvement.
- Other duties or responsibilities as determined by the Head of School.

Communication and Collaboration

- Share Updates and Collaborate: Communicate student successes and concerns with homeroom teachers, Heads of Year, and parents; work with the Student Support Team for students with learning needs.
- Foster Positive Communication: Maintain respectful and cooperative communication with students, colleagues, and parents.
- Participate in Curriculum Development: Contribute to department meetings and collaborate with colleagues to enhance curriculum.
- Support Home-School Partnerships: Provide families with guidance and resources to strengthen connections.
- Keep accurate data – maintain up-to-date attendance and assessment records.

Professional Responsibilities

- Follow School Guidelines: Be familiar with, and follow, the UISG Parent Student Handbook, Academic Staff Handbook, and UEF Policies
- Support Extra-Curricular Activities: Lead or assist student leaders in managing ECAs.
- Ensure Student Safety: Perform supervision duties to create a safe environment for all students.
- Address Student Needs: Act as a Homeroom teacher when necessary to support students' social and emotional well-being.
- Cover Classes and Report Concerns: Substitute for absent teachers when needed and report health, safety, or child protection issues.
- Engage in Strategic Planning: Contribute to the development and implementation of the school's strategic plans and accreditation processes.

Reflection and improvement of personal practice

- Pursue Professional Development: Engage in ongoing training to enhance teaching practices and stay updated on inquiry-based learning.

- Participate in In-Service Training: Actively seek opportunities to develop professional skills and competencies.
- Commit to Growth: Focus on personal and professional development through UISG's teacher evaluation and Professional Growth Model.

The role also includes other duties and projects as assigned by the Superintendent or Head of School.

03 Qualifications & Experience 任职资格

Essential 必备	Desirable 优先
• Bachelor's degree or higher. • A minimum of two years of relevant teaching experience. • A valid teaching license or certification. • High proficiency in spoken and written English	• Experience in the international school context with preference to those with IB. • IB official training or certification.

04 Knowledge, Skills & Abilities 知识与能力

- Knowledge of the IB curriculum framework.
- Designs and facilitates inquiry-based, student-centered learning experiences.
- Adapts to changing circumstances, curricula, and student needs while embracing innovation.

05 Child Protection & Codes of Conduct 儿童保护与行为准则

- Follow the UEF Child Protection Policy and UISG's codes of conduct as outlined in the Academic Staff Handbook at all times.
- Complete all required safeguarding training and report any concern promptly to the Designated Safeguarding Lead.
- Follow the UISG Acceptable Use Policy and the school's social media guidelines.
- Collect, store and share student and staff information in line with UEF policy and China's Personal Information Protection Law (PIPL).

> **Our commitment to safeguarding**
> UISG holds itself to the highest standards of child protection. All staff working with children require criminal record clearance and successful background checks from their country of origin and, if different, their country of current residence.

06 Communication 沟通

- Promote the profile of the school and Utahloy Group through initiatives and events.
- Maintain clear, timely, and professional communication with colleagues, students, and families.

07 Commitment to Reflection & Improvement 反思与成长

- Take part in UISG's staff professional development program.
- Seek opportunities to extend expertise and keep up to date with current thinking in the field.
- Participate in, in-service activities, external courses, and conferences as appropriate.

08 Active Involvement in the School 积极参与学校发展

- Support and promote the school's Mission and Values.
- Maintain supportive professional relationships with the school community.
- Participate actively in school improvement initiatives.

09 Working Conditions 工作条件

- The role involves a minimum of one ECA of per week.
- The role involves weekend events such as Open Days, New Family Orientation, UPTA meetings and IFOL, and occasional student events such as field trips, school camps etc., as needed. These events are usually listed on the approved School Calendar and will be announced in advance.

This job description sets out the main duties of the role. It is not exhaustive and may be reviewed and updated by the line manager in consultation with the post holder to reflect the changing needs of the school.

DOCUMENT CONTROL

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