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

PYP Subject Teacher

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

Position 职位	*PYP Subject Teacher*
Division 部门	*Primary School*
Reports to 直属上级	*Head of Primary*
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 Primary Years Programme (PYP) teacher embodies the spirit of inquiry, creativity, and exploration, fostering a classroom environment where curiosity thrives and students are empowered to take charge of their learning.

You will be…

- An Inquirer at Heart: UISG PYP teachers exemplify the qualities of an inquirer, constantly seeking knowledge and encouraging students to do the same.
- A Facilitator of Learning: UISG PYP teachers act as a facilitator, creating engaging learning experiences that challenge students to think critically and collaborate with their peers.
- A Champion of Student Agency: UISG PYP teachers believe in the power of student voice and choice. They empower learners to take ownership of their education by encouraging them to pursue their interests, ask questions, and engage in hands-on projects that allow for personal expression and creativity.
- An Inclusive Educator: UISG PYP teachers create inclusive environments that value and respect all cultures. They build strong relationships with their students, fostering a sense of community and belonging.
- Innovative and Adaptable: UISG PYP teachers embrace innovation and adapt their teaching methods to incorporate technology and new pedagogical approaches.

- A Lifelong Learner: UISG PYP teachers model the importance of lifelong learning not only for their students but also for themselves. They actively pursue professional development opportunities, stay informed about educational research, and engage with the broader educational community to stay at the forefront of best practices.

02 Key Responsibilities 主要职责

High Quality Learning and Teaching

- Design and implement engaging, inquiry-based units that challenge students to explore, investigate, and construct knowledge through hands-on experiences and critical thinking.
- Utilize a variety of instructional strategies and assessment methods to meet the unique needs of all learners.
- Empower students to take agency in their learning by encouraging curiosity, goal setting, and reflection on their educational journey.
- Create opportunities for students to collaborate, share ideas, and lead discussions, fostering a sense of responsibility, community, and independence
- Establish a welcoming, inclusive classroom culture that values diversity, respect, and empathy.
- Assist in the management of classroom discipline through positive reinforcement.
- Reflect on and assess the effectiveness of instructional strategies, seeking feedback from colleagues and students to inform continuous improvement.

Communication and Collaboration

- Collaborate closely with student support services to ensure all students are being met at their developmental stage.
- Communicate respectfully, positively and co-operatively with students, colleagues and parents.
- Collaborate with colleagues to design transdisciplinary units and share resources, promoting a cohesive and collaborative teaching approach.
- Participate in team meetings and professional learning communities to discuss student progress, share successes, and identify areas for improvement.
- Actively engage with parents and guardians through regular communication, workshops, and events that promote a collaborative approach to student learning.

Professional Development

- Participate in ongoing teacher evaluations, setting goals and peer observation.
- Engage in ongoing professional development to enhance teaching practices and stay current with educational research and best practices.

Professional Responsibilities

- Play an active part in the life and development of the school including, but not limited to, whole school events and extra-curricula activities.
- Take responsibility for the immediate pastoral welfare and health and safety of the students in your class.
- Carry out playground, lunch and after school supervision as assigned to you.
- Support and promote the school and the IB mission statements.

- Know school policies.
- Review and implement school policy and procedure consistently in daily operations.
- Perform other duties assigned by the supervisor.

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 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

Last updated	*October 16, 2026*	**Review date**	*October 16, 2026*
Approved by	*Head of Primary*	**Approved date**	*October 20,2026*
Version	*1*	**Prepared by**	*HR Department*