



**HARROW**  
INTERNATIONAL SCHOOL  
哈罗国际学校  
SHANGHAI 上海

Harrow International School, Shanghai  
Academic Department  
Job Description

**Position:** Teacher of Mandarin

**Line Manager:** Director of Chinese Language and Culture

### Responsibilities

- Plan and deliver lessons for Mandarin native groups Y5-7.
- Teach Y4 Chinese cultural lessons and run extracurricular activities for students in the primary years.
- Assign reasonable homework and give feedback on time.
- Write student reports in line with department guidelines.
- Communication with parents as necessary.
- Undertake duties and other daily schoolwork.
- Support and participate in academic or interschool events.
- Share in the management of pastoral care, health, welfare, and behaviour of all children and in particular, those within your designated class group.
- Maintain professional dialogues with colleagues concerning children, other colleagues, and the school.

### Requirements

1. The ability to inspire others and lead by example, role modelling the School's vision statement Leadership for a better world in relationships with students, teachers and parents.
2. Appropriate academic degree and teaching qualification with bachelor's degree of Chinese Literature or above and Primary Chinese Teacher certificate or above.
3. Good knowledge of Chinese literature.
4. Minimum 2 years' Chinese Teaching experience in an international school or a bilingual school.
5. Familiar with local Chinese curriculum and textbooks.
6. Good written and verbal English communication skills
7. A strong commitment to student progress.
8. A genuine commitment to the wellbeing and pastoral care of children.
9. Interests and abilities that can enhance the School's extra-curricular programme.
10. Excellent inter-personal skills with students, teachers and parents.
11. Excellent administrative, organisational, and ICT skills.



*The School is committed to safeguarding and promoting the welfare of children. All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.*

If you are interested in an opportunity to work with a first class team of people, be part of an exciting and growing community and work in beautiful surrounding in a position that is much more than just an office job, please send your full resume with your current and expected salary by email to [hr\\_recruitment@harrowshanghai.cn](mailto:hr_recruitment@harrowshanghai.cn). Please state the job title and the reference code "**HISSH/TOM/202209**" in the subject of your email. All applications will be treated with strictest confidential. Only short-listed candidates will be notified.