

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Head of Mandarin	Reference: 231020
Function/Department	Academic	Location: Hong Kong
Manager Title	Head of School and Principal(s)	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the Head of Mandarin is to lead and support the Mandarin teachers and to develop the Mandarin program. The Head of Mandarin will promote a high-quality teaching and create positive learning environment that encourages students' deep appreciation of the language and culture. Be a role model to the community. The Head of Mandarin will work collaboratively with leadership, department coordinators, and team leaders to ensure integration into learning across other subject areas and daily school life.

Responsibilities

Teaching and Planning:

- Plan and prepare daily lessons and differentiated the classes based on students' proficiency levels and learning needs
- Create a caring and positive learning environment for all the students
- Monitoring and reporting of students' progress for each quarter
- Evaluate the effectiveness of the teaching and learning of the Mandarin curriculum
- Set high expectations for all students to deepen their knowledge and understanding maximize their achievement

Administration:

- Ensuring that the written curriculum is updated and documented in Atlas
- Use of Mandarin assessments and benchmarks based on ALTFL standards
- Attending and actively participating in Pedagogical Leadership Team (PLT) meetings as scheduled and assuming roles as asked/scheduled
- Ensure the cover work is fairly set in the case of a team member's absence
- Conducting classroom observations and give feedback

Communication:

- Communicate effectively with parents and guardians on Mandarin curriculum, placements, student achievement and behaviors
- Deliver professional development for the team and provide support for new teachers
- Facilitate Chinese New Year celebration

Position Requirements

- Exceptional interpersonal communication and professional collaboration skills
- Must demonstrate flexibility, strong work habits, and a positive attitude
- Strong organizational skills and excellent command of the English language
- Proficiency in using computers and other forms of technology
- Strong references and attendance record

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required
- Preferred: Master's degree in Education

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students

Working Conditions

- School Environment
- Working hours 7.30am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.