

# 中学语文老师兼中学中文主任职责描述

## Job Description of Chinese Teacher & Head of Chinese Department at the Upper School

职位 Job Title	中学语文老师兼中学中文主任 Chinese Teacher & Head of Chinese Department at Upper School
汇报线 Line Manager	中方校长 Chinese Principal

### 岗位职能 Job Responsibilities

- 负责教学研究，教学规划、实施和改进，保证高水平的中学中文教学质量。
- Responsible for research in teaching, the planning, implementation and improvement of teaching programmes, and ensuring a high level of Chinese teaching quality in the upper school.

### 职责描述 Job Description

#### 中学语文老师：

- 负责中学语文教学，执行学校教学标准及要求，确保优质语文教学质量；
- 根据学生年龄性格及学习特点，制定实施科学有效的教学方案及方法；
- 设计并指导学生作业，对学生因材施教，耐心指导、鼓励探究；
- 参加学校组织的教研、不断提升专业水平及授课技巧；
- 全面了解学生学习及其他情况，针对性教育教学，积极与家长交流学生学习情况。

#### Chinese Teacher at Upper School shall be responsible for:

- Teaching Chinese for Upper School students, implementing school teaching standards and requirements and ensuring a high level of Chinese teaching quality.
- Formulating and implementing the scientific and effective teaching plans and methods based on students' ages, personalities and features of learning mode.
- Designing and tutoring students' assignments, and teaching students in accordance with their aptitude. The teacher shall instruct the students with patience and encourage them to explore.
- Getting involved in the research in teaching organized by the school, and continuously improving the professional level and teaching skills.
- Getting to know comprehensively students' situations in learning and other concerns, providing well-targeted education, and communicating actively with parents regarding students' learning.
- Other tasks required by superiors.

#### 中学中文主任：

- 教学常规
  - 发挥模范带头作用，在学科教学、课程规划、专业精神、职业发展和管理方面树立崇高的个人期望；
  - 负责制定学校中学组中文课程教学计划；

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- 负责制定学校中学组中文教师分工方案；
- 负责开展中学组中文教学研究、交流活动，如听课、评课，同课异构等；
- 负责每月提交中学组中文教育报告；
- 负责实施中学组中文教师定期考核；
- 负责实施学生中文学习绩效定期自查、自评。

## 2. 教学改进

- 了解中文教育发展的新动向、新趋势、新成果，及时提供应对策略；
- 改进“教法”，因地制宜，因校制宜，提升学生中文学习效率；
- 改进“学法”，积极推进新的学习方法，包括但不限于：概念式学习、问题式学习、项目式学习、社群式学习、开放式学习；
- 改进“教材”，带领学校中学组中文教师完善长期、中期课程计划。

## 3. 教学研究

- 组织中学组中文教师开展校内教研、校际教研。

## 4. 其他上级交办的工作。

**Head of Chinese Department at the Upper School** shall be responsible for:

### 1. Teaching Administrative Tasks

- Playing a leadership role and setting high personal expectations in subject teaching, curriculum planning, professional spirit, career development and management.
- Developing the proper teaching plan for the Chinese curriculum of the Upper School.
- Mapping the divisions of labour for the Chinese teachers at the Upper School.
- Carrying out Chinese teaching research and exchange activities, such as peer observations of teaching, course evaluation, in-depth discussion for different forms of the same subject, etc.
- Submitting monthly the Chinese Education Report of the Upper School.
- Implementing regular assessment of Chinese teachers at the Upper School.
- Implementing regular self-examination and self-evaluation of students' Chinese learning performance.

### 2. Instructional Improvement

- Understanding the new trends and new achievements in the development of Chinese language education and providing timely coping strategies.
- Improving teaching methods and taking effective measures according to local conditions and the school's development to enhance students' learning efficiency.
- Improving students' learning methods and actively promoting new learning methods, including (but not limited to) conceptual learning, problem-based learning, project-based learning, community-based learning, and open learning methods.
- Improving teaching materials and leading the Chinese Department to perfect the medium- and long-term plans.

### 3. Research in Teaching

- Organizing Chinese teachers to carry out in-school and inter-school teaching research

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4. Other tasks required by superiors.

## 岗位要求 Requirements

### 最低学历要求

统招本科及以上学历，对外汉语、汉语言、教育学等相关专业；

### Minimum Education Requirements

Bachelor's degree or above in Teaching Chinese as a Foreign Language, Chinese Language, Pedagogy and so forth.

### 工作经验

3 年以上知名学校中文主任相关经验，或 8 年以上知名学校一线教学经验；

### Work Experience Requirement

Relevant experience of 3 years or more as the Head of Chinese Department at any renowned school before, or teaching experience of 8 years or more at any renowned school.

### 所需专业技能和知识

- 有中学语文教师资格证；
- 具有良好的职业素养，有丰富娴熟的教育教学方法；
- 熟练使用多媒体；
- 热爱学生，亲和力强；
- 良好的沟通表达能力，高度的责任心，优秀的学习及创新能力；
- 英语口语流利，能与外籍教师流利交流，有海外留学背景者优先；
- 能进行 IGCSE 课程中文授课者优先；
- 省市级学科带头人、省市级赛课一等奖、特级教师人员优先。

### Required Professional Skills and Knowledge

- Holder of Chinese Teacher Certification for Secondary School.
- Good professional quality and rich experience in skilled teaching methods.
- Being familiar with the use of multimedia teaching aids.
- Having strong passion and affinity for students.
- Being good at communication, highly responsible and competent in learning and innovation.
- English proficiency with the capability of communicating with expatriate teachers; overseas study experience preferred.
- Teachers who can teach IGCSE Chinese programmes are preferred.
- The top subject performers at provincial or city level, first prize winners in any teaching competition at provincial or city level and special-grade teachers are preferred.

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