



## The MacDuffie School China Job Description

### 美达菲中国学校岗位职责

Title 职称	Art Teacher 艺术老师
Reports to 上级	Head of Bilingual Curriculum 双语课程主管

#### **Job Role/Key Areas of Responsibility**

##### **工作角色/ 主要职责**

The teacher is responsible for delivering The MacDuffie Curriculum to students and providing a first-rate student experience and a positive image of the brand. The teacher is also responsible for ensuring high quality art delivery and developing the art provision, art clubs and House activities across the whole school.

教师负责将美达菲课程传授给学生，为学生提供一流的体验，展示品牌的积极形象。教师还要确保高品质的艺术教学，在全校开发艺术课程，开展艺术社团及学院活动。

#### **Supervision/Line Management**

##### **监督管理/ 直接上级**

Reports to the Head of the Bilingual Program

向双语课程主管报告

#### **Working Hours**

##### **工作时间**

The Art Teacher works for 40 hours per week, 5 days per week from Monday to Friday and all additional days listed in the contract and the Western Staff Handbook

艺术老师的工作时间为每周 40 个小时（周一至周五），以及在合同和《西方员工手册》中列出的所有额外工作日。

#### **Main Responsibilities**

##### **具体岗位职责**

1. To comply with all Handbooks and policies as set out by The MacDuffie School.  
遵守美达菲集团制定的所有手册和政策。
2. To plan and deliver high quality lessons as set out within the schedule of assigned classes.  
按照分配的班级课表备课以及教授高品质课程。
3. To follow the appropriate Syllabus, Curriculum and Assessment Schedule.  
遵循教学大纲，课程体系和评估表的要求。

4. To deliver all assessments appropriately.  
完成所有评估。
5. To develop and use suitable supplementary material.  
开发并使用恰当的补充教学资源。
6. To teach lessons that cater to the level and needs of the students.  
根据学生的水平和需求进行授课。
7. To monitor the learning and achievement of the students and to adapt lessons accordingly.  
观察学生的学习及成果，并相应调整课程。
8. To be responsible of all student progress within the class, activity or team.  
在课堂，活动或团队中负责所有学生的进步。
9. To be proactive in improving teaching and learning, both within own practice and within the school.  
在自我实践时或在校时都要对提升教与学保持积极主动性。
10. To attend and complete all assigned training.  
参加并完成所有指定的培训。
11. To substitute for absent colleagues as required.  
按照要求替缺席的同事代课。
12. To integrate the CIRCLE values into lessons and activities.  
将 CIRCLE 价值观融入课堂和活动中。
13. To attend all meeting assigned.  
参加所有指定的会议。
14. To attend student recruitment events and activities as required and described within the contract and policies.  
按照合约和政策中的要求和描述参加招生活动。
15. To assist in placement testing and interviewing of potential new students.  
协助分班考试和潜在新生面试。
16. To maintain all class and grade records.  
完成所有班级和成绩的记录。
17. To deliver demonstration classes, individual student support, Homeroom activities and relevant training as required.  
按照要求讲授示范课，个别学生支持计划，举办指导教室活动及相关培训。
18. To keep the work facilities well organized and in good condition.  
确保工作设备井然有序，状态良好。
19. To organise, supervise and deliver Art activities and events as required by the School.  
按照学校要求组织，监管及举办艺术活动。
20. To be responsible for a minimum of 2 Art Clubs.  
至少负责两个艺术社团。

I sign to acknowledge receipt of the job description  
我签字确认接受此岗位职责

Name .....  
姓名

Date .....  
日期