DESCRIPTION OF DUTIES

Academic
a) Vice Principals
b) Panel Chairpersons
c) Teachers of all primary and secondary subjects
d) NET teachers
e) Curriculum Development Officer
f) Librarian
g) Laboratory Technician
h) Teaching Assistant
i) Educational Psychologists
j) Registered Nurse
k) Social Worker

Administrative
l) Site Manager
m) Administrative Staff
   i. Clerical Officer I
   ii. Account Clerk
   iii. General Clerk
   iv. IT Technician

a) Vice Principals
- to support the principal in school management and in providing leadership for strategic planning, school review, curriculum development, teaching, learning, assessment, staff appraisal, staff development, student support, quality assurance and establishment of school ethos.
- must possess substantial teaching experience and a successful record of management and leadership in some or all of the above areas, a good vision for quality education, international perspective, and strong interpersonal and motivation skills.
- a Masters degree is preferred.

b) Panel Chairpersons
- to lead development of the relevant departmental plan, subject curriculum, resources and action research projects; to lead, manage, supervise and appraise teachers of the panel, and to organize exchange and professional development opportunities for teachers.
- must possess substantial teaching experience and a successful record of subject development experience, and good vision in departmental management and leadership work; a sound philosophy of teaching, evidence of exemplary teaching, international perspective, and strong interpersonal and motivation skills.
- a Masters degree is preferred.

c) Teachers of all primary and secondary subjects,
- to develop the relevant subject curricula and resources and to teach the relevant subjects.
- to support the school in all relevant school duties, activities and innovations.
- to undertake relevant action research, subject review and development projects.
- must possess at least a bachelor’s degree in the relevant subject, a professional teacher qualification, evidence of good, interactive and innovative teaching and a sound personal philosophy of teaching.
- language teachers (English and Putonghua) must meet the relevant language benchmark requirements.
- teacher in the following subjects will be recruited: Chinese, Putonghua, English, Mathematics, General Studies, Physical Education, Music, Visual Arts, Religious Studies, Drama, Science, Social Studies, IT, Values Education and Life Skills.

d) NET teachers
- similar duties to other teachers as listed in c) above, but with a focus on teaching students English as a foreign language.
- must speak English as mother tongue, and meet the requirements stipulated by the EMB for NET teachers.

e) Curriculum Development Officer
- to coordinate the planning, development and implementation of the whole school curriculum, including both the formal and informal curriculum.
- to work with and support all teachers in developing and introducing curriculum innovations based on the ability, interest and needs of students.
- to work with and support all teachers in regular curriculum reviews.
- to plan and facilitate relevant staff development and sharing activities.
- must possess relevant experience in school-based curriculum development, and a vision for such work.

f) Librarian
- to set up, plan and manage the school library.
- to develop the library into a useful learning resource and environment that best facilitate student learning in accordance with the school’s teaching and learning philosophy.
- to conduct suitable learning activities and programme for students.
- to offer relevant staff development activities for teachers.
- to offer relevant parent education activities and programmes for parents.
- must possess a relevant librarian qualification, experience in managing school libraries and a clear vision of the role of the library in contemporary education, particularly with reference to the educational reform.

g) Laboratory Technician
- to set up and manage the relevant laboratories.
- to perform relevant preparatory and follow-up work to support teachers in conducting their practical work effectively.
- to perform any other relevant duties as requested by the relevant subject teachers in their practical work inside and outside the laboratory.
- must possess relevant school technician qualifications and experience.

h) Teaching Assistants
- to assist teachers in their planning and in the development of teaching materials, IT programmes, teaching aids and curriculum resources.
- to assist teachers in their teaching and assessment work.
- to assist teachers in the preparation of proposals and reports.
- to assist teachers in their project, research and data analysis work.
- to assist teachers in delivery pastoral care to students.
- to perform any other duties as requested by teachers.
- must possess a first degree in a relevant subject.
- a teaching qualification and ability to speak Putonghua will be an advantage.

i) Educational Psychologists
- to conduct regular student assessments, assist the teaching team to best cater for individual differences and to develop custom-designed educational plans and evaluations.
- must possess a relevant degree and professional qualification, as well as relevant experience in a school context.
j) Registered Nurse
- to provide a 12-year through-train health service for students, and establish a healthy and safe school environment for developing good health in every student.
- to deliver health education programme for all students.
- must possess a Hong Kong recognized qualification as a registered nurse. Experience in taking care of children in a school context is preferred.

k) Social Worker
- to offer group and individual counseling, conduct social activities, consult with parents and teachers, and provide parent education programmes.
- must possess at least a bachelor’s degree and a professional qualification, and experience in working in a school context.

l) Site Manager
- to manage the school campuses and its various facilities including the specialist facilities such as the running track, amphitheatre, art and culture centre, skyline garden, Chinese plant medicine garden etc. professionally and effectively, including planning and supervising all preventive and remedial measures, as well as in charge of all crisis management.
- to ensure occupational safety.
- a good track record of estates management, and a relevant qualification will be an advantage.

m) Administrative Staff

i. Clerical Officer I
- to be in charge of the General Office of the school.
- to supervise the administrative team (including the Account Clerk, General Clerk and IT technician).
- to support the principal and vice-principals in all their administrative duties.
- must possess 5 good passes in the HKCEE including Chinese, English and Mathematics, and substantial clerical experience. Experience in working in a school is preferred.

ii. Account Clerk
- to handle all work related to the preparation, record keeping and auditing of the school accounts and tenders.
- to undertake other relevant clerical duties as assigned by the principal.
- must possess a relevant qualification and experience in accounting.

iii. General Clerk
- to carry out general clerical duties of the general office.
- to handle telephone calls, relevant paper work, filing and to help entry of data.
- to carry out any other administrative and clerical duties as assigned by the principal.
- must possess 5 passes in the HKCEE including Chinese, English and Mathematics.
- experience in working in a school is preferred.

iv. IT Technician
- to support the school administrative team in all IT-related work.
- to help in developing simple computer programmes, entering data and conducting simple data analysis.
- to help set up and manage all relevant school data-bases.
- must possess a relevant qualification and experience in IT and data management.

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