Job Descriptions for Class Teachers

Teaching at School for Young Learners, School for Adults and Local Schools, plus 1-1 Tuition.

6th July 2020

1. The Confucius Institute will go through DBS Check, ETW Check and register you as Casual Worker at the University of Sheffield.

2. You must attend Job Induction, where the CI will go through Teaching Programmes, Safeguarding Children, Health and Safety, Risk Assessment, First Aid and Fire Procedures etc. with you.

3. If you are not a university student, you will register at CiCs to obtain a University UCard that allows you to have your own computer account and carry out online training in Fire Awareness and Out Of Hours training.

4. You need to take an online training in Safeguarding that is provided by Sheffield City Council.

5. Follow the school teaching programmes/requirements.

6. Prepare teaching and learning materials based on teaching resources, including relevant materials such as cultural references, worksheets, extra recitation, reading and writing materials.

7. Deliver lessons, following the lesson templates provided.

8. Help students improve their skills (Language: listening, speaking, reading and writing skills; Math and Arts: subject skills) via individual work and group work during classes, homework and cultural activities.

9. Arrive at least 5 minutes early to arrange the sitting plan etc., ensuring a safe and professional environment. **Regulations of Online Course is attached.**

10. Take class registers and attendance, encourage positive behaviour, provide guidance and give approved discipline.

11. Maintain a safe study place by monitoring students' welfare, safety, health, behavioural and emotional issues and reporting concerns.

12. Act as a fire marshal in case of fire or during fire drill, carrying out the classroom fire evacuation procedure.

13. Get parents involved in the learning process of their children.

14. Carry out continuous progress assessments, be encouraging and motivate the students.

15. Evaluate students' performances, talking to students' parents to inform them of their children's progress.

16. Attend work-related meetings and undertake professional development, e.g. Teachers' Forums, Meetings and Training.

- End.

Online Course Regulations

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For Teachers:

1. Dress smartly and be well-prepared for teaching, establishing a positive, enthusiastic and professional image.

2. Fully-prepared: teaching files ready and web resources checked. The screen is neat, no distractions and no sensitive/private information visible on the screen. Close all programs and applications that are not related to teaching.

3. Master the various functions of the software. Give concise and clear instructions. Work with parents and train the children/students to use chat, audio and video functionalities when needed.

4. Carry out the teaching at a quiet and safe room. Outside gardens or public places are prohibited. The picture captured by the webcam should be serene with soft and bright light on the teacher's face, creating a calm, solemn, and focused learning environment.

5. Throughout the online teaching, please keep your webcam on, and place yourself in the middle of the shared video. The children/students should be able to "see" the teacher at all times. It is the teacher who manages and controls the whole class.

6. Maintain close contacts with parents/students. Send online course links to parents/students through various safe channels (email, text message, WeChat, WhatsApp). Bcc must be used (not Cc) for emails.

7. The contact information of the parents' and children/students', shared by the Confucius Institute, contains personal information. It is everyone's responsibility to keep all the information strictly confidential. The information can only be used for teaching-related matters.

8. When greeting the children at the beginning, work with parents to adjust audio and video. Let the parents know when you need their help, especially during break time. It is the parents who look after their children during the break time.

9. Use appropriately and effectively some of the interactive functions, such as: raising hands, chat room, video on, audio on, or mute all. If Chat and Whiteboard are not necessary, please disable them in the Settings.

10. Turn on "Record Sessions". The recording should be in one file, including break time. During the break, play a music, i.e. still share a screen, in order to control the screen. The recorded sessions can only be viewed by teachers themselves, used for teaching reflections and stored as the Confucius Institute's archive files. It is forbidden to make downloads or circulates.

11. All classes are real-time online courses. Any part of the session recordings cannot be forwarded onto children/learners who have missed the class.

12. "Participants" list and session "Report" can be used to double check the class attendance. It is not allowed to take photos of any students online. It is forbidden to post students' photos, audio files and video files publicly online.

13. Teacher should login before any students. Lock the room once all the students have joined in. Everyone including teachers, should use their full name to login, otherwise the teacher need to ask student to re-enter using their real name.

14. Identity checking must be carried out, and it is done in two ways: (1). using real name to enter, (2). viewing the attendee via video webcam. Ask students to switch on webcam upon login. After greetings and announcement of class commencing, students could then turn off their webcam. Their Profile Pictures will show and the pictures must be true photos of themselves.

15. After announcement of class finished, ask students to log off immediately. Teacher is the last person to log off.

16. Explore beneficial functionalities of the online teaching, combining them with traditional face-to-face classroom teaching methods.

17. All the rules and regulations for face-to-face teaching will continue to be valid, such as School Handbook, Safeguarding Children, behavior management, classroom control, homework, etc.

For Students and Parents if the student is a child:

1. All online teaching will use audio and video. By accepting online teaching, you will automatically give permission for the Confucius Institute to carry out the online teaching, as well as the right to use video and audio during the course delivery. All the video and audio files will not be circulated or disclosed publicly.

2. Prepare a quiet room with a comfortable table and a chair. The webcam captured should be serene with soft and bright light on the student/child's face, creating a calm, solemn, and focused learning environment.

3. Make sure you have placed any required textbook, exercise books, stationery and homework for that particular session on the table.

4. Prepare an online device (laptop, iPad or mobile), connecting it to a power source at all times for the duration of the class, if possible.

5. When joining a Blackboard Collaborate Session, we recommend using **Google Chrome**. iPhone & iPad users should use **Safari**.

6. Go to test room and check your device: https://www.sheffield.ac.uk/apse/digital/collaborate/testroom

7. Before handing over your device(s) to your child, make sure no personal information and sensitive webpage is turned on. Use passwords to protect your software. During the online teaching, especially during the screen sharing (sharing the teaching resources), the teacher cannot "see" any student/child. You are responsible for your child's online security and the security of your devices. Please ensure that your child is not playing any inappropriate contents and is not distracting others.

8. Copy a link received from the teacher, and paste it onto Google Chrome or Safari.

9. Key in student's/child's Full Name and follow the prompts, allowing access to both audio and video. The profile Picture must be the student's/child's true photo.

10. One student/child is allowed to use one device to log in. Only use one browse and use one tab to access the online classroom. If there are more than one logins, teacher will "kick out" any suspicious users immediately. The Confucius Institute will check incidents, in order to ensure online safety and appropriate online behaviours.

11. You can enter a classroom 5 minutes earlier. After the teacher finishes the class, please leave the classroom immediately. The Confucius Institute is only responsible for managing the classroom within the specified class time. If you have any questions, you may contact the teacher afterwards.

12. As parents, assist with the online teaching, be willing to take on the role of teaching assistant. Ask the teacher where you can help. It is your responsibility to take care of your child during the break time.

13. Photographing and video recording of the class are strictly forbidden. Session Recording can only be operated by the teacher.

14. The existing Policies, Regulations and good practices of the Star Mandarin School are all valid, such as School Handbook, safeguarding, anti-bullying, open-minded, being tolerate and considerate, showing mutual respects and courtesy, equal opportunities and hard working.

- End.