



Keystone Academy Job Description and Person Specification

Position:	Primary Maths Teacher
Section:	Primary School
Reports to:	Head of Primary Maths / Assistant Heads of Primary
Qualifications:	Bachelor's degree or above
Position Type:	Full-time Teaching

About Keystone Academy

Keystone Academy is a leading bilingual institution committed to fostering academic excellence, intercultural understanding, and deep biliteracy. We believe in empowering students to become critical thinkers and effective communicators in both English and Chinese.

We blend distinctive traditions in Eastern, Western, and global education, creating a new world school with a liberal arts program that is academically rigorous and values driven. Our bilingual immersion model and five shared Confucian values—**compassion, honesty, justice, respect, and wisdom**—shape all aspects of teaching and learning.

Position Overview

Keystone Academy has a strong and renowned Maths programme. The Primary Maths Teacher is a specialist role central to delivering this programme within our unique bilingual and inquiry-based model. This teacher is responsible for fostering a deep conceptual understanding of mathematics, guided by the **Chinese Maths Curriculum** and delivered through a **constructivist, inquiry-based approach**.

The role requires expertise in making mathematical concepts accessible and engaging in a bilingual context. The teacher will skilfully integrate language development with maths content, ensuring students build proficiency in the language of mathematics in both English and Chinese. They will collaborate closely with homeroom teachers and other specialists to create a cohesive and interdisciplinary learning experience for students.

This is a highly collaborative role within a **team-based, bilingual, and interdisciplinary environment**.



Key Responsibilities

1. Collaborative Planning and Curriculum Design

- Work collaboratively with homeroom teachers and other specialists to design and implement maths units that are integrated, concept-driven, and aligned with the school's inquiry themes where appropriate.
- Plan using **backward design** to ensure all maths learning experiences are purposeful and aligned with the outcomes of the **Chinese Maths Curriculum** and Keystone's standards.
- Contribute to the ongoing development and enhancement of the school's **bilingual maths curriculum framework**, ensuring it remains rigorous, inquiry-based, and reflects the Keystone vision.
- Participate actively in grade-level, maths department, and bilingual planning meetings to share ideas, refine practice, and ensure vertical and horizontal alignment.

2. Teaching and Learning

- Deliver engaging, student-centred maths lessons that build strong conceptual understanding, problem-solving skills, and a positive mindset towards mathematics.
- Employ a **constructivist, inquiry-based approach** to teaching maths, encouraging students to explore, conjecture, and reason.
- Integrate language development strategies seamlessly into maths instruction, making explicit connections between mathematical concepts and the language used to describe them in both English and Chinese.
- Design differentiated learning experiences to support varied student needs, including language proficiency, learning readiness, and individual interests.
- Use manipulatives, real-world problems, and technology to make learning concrete, relevant, and engaging.

3. Assessment and Reporting

- Use a range of formative and summative assessments to track student progress in both mathematical understanding and the associated academic language.
- Maintain accurate records of student learning and contribute to bilingual reporting processes, providing clear feedback on mathematical proficiency.
- Collaborate with homeroom teachers to provide balanced and accurate feedback to parents on student growth in maths.



- Participate in moderation within the maths department to ensure alignment of standards and expectations.

4. Student Wellbeing and Pastoral Care

- Foster a positive and safe learning environment where students feel confident to take risks, share their mathematical thinking, and learn from mistakes.
- Support the holistic development of students by modelling the school's values of compassion, respect, and honesty within the classroom.
- Communicate with homeroom teachers regarding individual student progress and wellbeing as it relates to the maths classroom.

5. Professional Collaboration and Growth

- Engage in regular professional learning related to mathematics pedagogy, bilingual education, and inquiry-based practices.
- Reflect on and refine teaching practice through peer observation, feedback, and coaching, particularly focusing on the effective integration of language and content.
- Contribute actively to maths department initiatives, school events, and curriculum development projects.
- Collaborate with colleagues across grade levels to promote alignment and continuity in the maths programme.

Qualifications and Experience

- Bachelor's degree in Education, Mathematics, or a related field (or equivalent teaching qualification).
- A strong background and demonstrated expertise in primary mathematics education.
- Experience teaching the **Chinese Maths Curriculum** is highly desirable.
- Experience in an **inquiry-based, bilingual, or international** setting is preferred.
- Demonstrated knowledge of **inquiry-based and constructivist pedagogies, differentiation, and assessment for learning.**
- Understanding of language acquisition and strategies for supporting multilingual learners in a content-based classroom (e.g., CLIL).



Professional Attributes

- Deep respect for bilingual and bicultural education.
- Collaborative and flexible; able to co-plan and co-teach effectively with homeroom teachers and other specialists.
- Reflective and committed to continuous professional growth.
- An innovative thinker, able to design creative and meaningful learning experiences that make maths exciting and accessible.
- Values-driven educator who models compassion, respect, and curiosity.
- A growth mindset and a genuine passion for mathematics education.

Language Requirements

- (Near) native proficiency in **English** and **Chinese** is required
- The ability to teach mathematical concepts and engage in academic dialogue in the assigned language of instruction is essential.
- A commitment to collaborating with partner teachers and developing understanding of both linguistic and cultural contexts in the classroom.

Interested applicants should submit a cover letter, CV and statement of educational philosophy to hr@keystoneacademy.cn. Position will be posted until filled.