

Form Teacher

We are seeking a dedicated Form Teacher (FT) to support students' academic growth, personal development, and overall well-being in an international school environment. This role requires passion for education, professionalism, and patience in working with students aged 14 to 18. The FT will act as a key liaison between the school, students, parents, and internal departments, ensuring the safety, welfare, and holistic development of assigned students. Each FT typically oversees 2 to 3 classes, totalling approximately 50 to 60 students, and provides guidance on post-A-Level pathways and university applications.

Job Requirements

- Bachelor's degree from a recognized university or higher qualification.
- Prior experience in university admissions counselling is preferred, or a minimum of two years' relevant experience as a Form Teacher or within Student Services.
- Professional proficiency in both English and Mandarin (listening, speaking, reading, and writing), as the majority of students are from Mainland China and effective communication with Mandarin-speaking parents is essential.
- Overseas study experience is highly desirable and will be considered an advantage.

Key Responsibilities

Administrative and Student Support

- Coordinate closely with Student Services, Discipline, Academic, and Hostel teams to manage student attendance, discipline matters, and counselling needs, including liaising with external counsellors where required.
- Provide ongoing guidance and pastoral care to students on academic performance, course transfers, personal concerns, and overall well-being.
- Communicate regularly with parents through in-person meetings and digital platforms (e.g. WeChat, Zoom) to provide updates on students' academic progress, conduct, and hostel life.
- Prepare counselling and student progress reports, analyse feedback, and provide evaluations to support continuous improvement of student services.
- Support the Form Teacher Department with documentation, reporting, and other ad-hoc duties or projects as assigned by school management.