



## **Creative Secondary School**

### Information for Applicants

Creative Secondary School (CSS) is a progressive, English medium direct subsidy (DSS) school. Our values and philosophy embrace the essence of Chinese and international educational ideals. Academic rigour at CSS is complemented by a happy and vibrant school life.

CSS is a member of the International Alliance for Invitational Education (IAIE) and a recipient of the Inviting School Fidelity Award. Students are engaged and enjoy their learning, discovering new perspective and realizing their potential. Within our culturally diverse learning community, CSS places great value on respectful and caring relationships. Our positive and supportive school culture develops confident, worthy students who are ready to lead and serve the wider community.

CSS is part of a continuum of three schools that share a common educational philosophy for students aged from 3 to 18. Creative Primary School (CPS) and its kindergarten were founded in 1985; CPS is also an IB World School and an award-winning Inviting School.

# Job Description



**Job Name**  
Assistant Teacher of Design Technology/Digital Design (ICT)

## Job Summary

We are looking to appoint an inspiring, enthusiastic and talented Assistant teacher of Design Technology/Digital Design (ICT) within the Technology Faculty

The successful candidate should:

- Possess a relevant Bachelor's degree or above, with pursuing a recognized Postgraduate teaching qualification or equivalent (e.g. PGDE or B.Ed) in a related subject.
- Be able to mark, grade and give written/verbal and diagnostic feedback as required.
- Be able to use a variety of teaching and learning delivery methods which will stimulate learning appropriate to student needs and the demands of the courses being delivered.
- Contribute to curriculum planning, the development of resources, unit plans, schemes of work and the development of teaching strategies in the subject areas.
- Have excellent interpersonal skills with the ability to build strong relationships with students, parents and colleagues.
- Be able to lead or contribute to entrepreneurial competitions and extra-curricular activities
- Have the ability to use new technologies effectively to support teaching and learning.
- Be passionate about Design Technology and/or Digital Design and have a desire to communicate this passion to students.
- Be able to monitor and evaluate teaching and learning within the teams in line with school policy and those of the Hong Kong and IB curricula

The successful candidate will exhibit these capabilities in their role:

- Work closely with the other members of the Technology faculty to develop and implement a rigorous, challenging and inspiring curriculum
- Plan and deliver lessons in the relevant subject area, ensuring attention is given to appropriate differentiation
- Contribute to collaborative learning at all levels of school life
- Create inquiry-based classrooms that develop critical thinking skills, subject specific knowledge and a range of learning skills
- Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupils' learning
- Communicate effectively with pupils, parents and colleagues in a professional manner
- Provide appropriate pastoral support as and when necessary
- Contribute to the school's Tutor and House systems
- Attend Parents' Meetings, Open Mornings and Professional Development as appropriate
- Be aware of any changes in MYP, DP or Hong Kong curriculum and be pro-active in implementing it effectively

## Application Process and Timeline

Please refer to the closing date listed on the Creative Secondary School Website.

## Guiding Principles

In alignment with our school's mission and ethos, we are looking for staff who:

- Are committed to meeting students' needs
- Are effective communicators and are inviting, accessible and non-judgmental in their work with colleagues, parents and students
- Are versatile, innovative and collaborative team players



- Can contribute specific professional expertise
- Have developed a strong level of intercultural awareness and have demonstrated this in their work with schools and students

We wish to invite strong and versatile staff who wish to join us in our venture to establish a unique quality school. Applicants are therefore requested to indicate what they can specifically contribute to such a team in terms of expertise, experience, aptitude and personal qualities.

**Contact Point**

Please send your letter of application, CV and the email details of 2 professional referees to the Acting Principal, Ms. Lancy Tam by email ([jobs@css.edu.hk](mailto:jobs@css.edu.hk)) or by post to Creative Secondary School, 3 Pung Loi Road, Tseung Kwan O, Sai Kung, N.T. Hong Kong. Since we receive a large number of applications, please understand that if you do not hear from us within 2 months of your application, you should assume that you have not been successful on this occasion. Creative Secondary School reserves the right to recruit at any stage during the selection process.

*(All information will be kept confidential and will be used only for recruitment purposes.)*



# About Creative Secondary School

76

secondary  
classroom  
teachers

8

curriculum  
department

Positive  
school  
culture

caring, respectful  
and trusting

***"Through this place we thrive, we serve and find our place in the world."***  
(School Motto)

We recognize that all students are uniquely talented. Within our exceptionally supportive community, students develop positive relationships and relish the opportunity to realize their individual potential to the full. Learning at CSS is highly student-centred, engaging and inquiry based. Through a broad range of experiences in and beyond school, students become confident, optimistic, compassionate and internationally minded young adults, ready to find their place in the world.

**The emblem** for Creative Secondary School has the three letters "CSS" arranged to represent a tree. This is a clear progression from the emblem for Creative Primary School and its Kindergarten, which is a young green shoot.

Both emblems express our mission to help students grow eventually into healthy, balanced, active and compassionate citizens of the world. In many cultures, a tree also represents knowledge. Our houses are also named after trees commonly found in Hong Kong.

## CSS Values

- Each student is uniquely talented and should be empowered to develop his/her potential to the full.
- A caring, respectful, trusting and positive school culture provides students with the confidence to learn, to meet new challenges and develop self-respect and respect for others.
- Students should have the opportunities and choices in pursuing their passions and aspirations in school, in the Hong Kong community and globally.
- High expectation will motivate students to develop their personal qualities and their confidence to overcome challenges and make progress in and beyond school.

## A special kind of state school

Creative Secondary School is a co-educational day school located in the town of Tseung Kwan O in Hong Kong. The school began its operation in September 2006. Currently there are 700 students from Form 1 to Form 6 (equivalent to grade 7 to grade 12). Our first cohort of students graduated in August 2012.



Typical class sizes are 20 – 25 in Form 1 to Form 4, and 10 – 20 in Form 5 & 6. CSS is part of the state sector, operating under the Hong Kong Education Bureau's Direct Subsidy Scheme (DSS), thus receiving the same funding per student as other Hong Kong state schools. DSS schools are privately operated and can hire their own staff, charge fees to enhance quality and introduce curriculum innovation. They must operate without profit-taking, must set aside a proportion of school fee income to offer grants to students in financial need and scholarships to talented students, and must principally offer the Hong Kong curriculum. CSS is governed by its own Board of Directors. (Please see school website for details).

CSS is the first DSS school to become an IB World School. It was authorised in Feb 2009 to offer the IB Middle Years Programme and in April 2010 to offer the IB Diploma. Before that, no other IB World Schools offered the Hong Kong curriculum. Now there are several other DSS schools authorized as IB World Schools, but CSS remains the only MYP-authorized DSS school. Our affiliated Creative Primary School was authorized in the summer of 2011 and became the first and only Cantonese Chinese medium IB PYP school in the world.

### The student body and school culture

Our student body is around 85% ethnically Chinese, mostly native speakers of Cantonese, the city's most widely spoken language. Around 5% are Chinese students from overseas. The other 15% include Caucasian and other Asian students. A significant number of students speak more than one language at home with their parents. There are over 15 nationalities represented in the student body. A good number of students will have more than one nationality / passport. In 2010 CSS received the Inviting School Award from the International Alliance for Invitational Education ([www.invitationaleducation.net](http://www.invitationaleducation.net)). This was followed by the IAIE's First Silver Fidelity Award received in 2015.

CSS has an active PTA and a recently established Alumni Association. Students are organised into six Houses, named after 6 common trees in Hong Kong and they elect their House captains. All teachers belong to a house and act as house tutors to support student progress and achievement, together with our two counsellors, careers team and our school-based social worker.

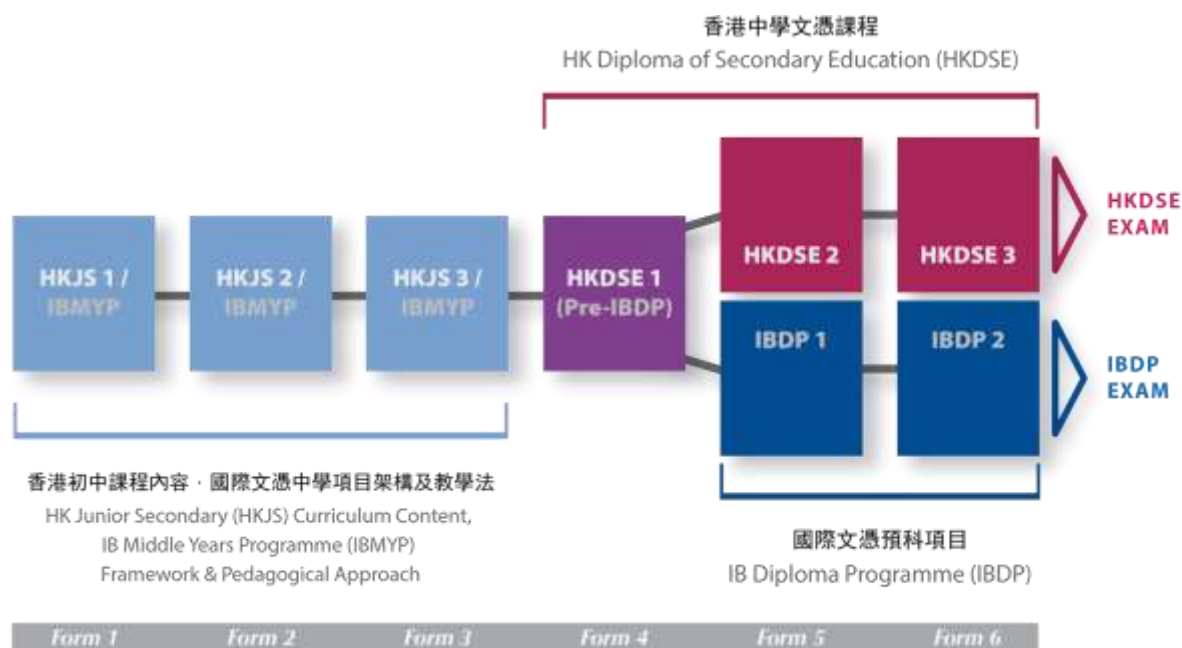
### The CSS Learner Attributes

This has been developed in 2017 by a process of consulting students and other stakeholders. It seeks to integrate the IB Learner Profile, Invitational Education values and the core values of the Creative Education Foundation. The embedding of the CSS Learner Attributes so that it informs the work of the staff team is a key developmental task for the school.





## The CSS curriculum



As a Direct Subsidy Scheme (DSS) school we principally offer the Hong Kong secondary school curriculum ([www.edb.gov.hk](http://www.edb.gov.hk)) the junior secondary curriculum, operating from Form 1 to Form 3, is delivered through the framework of our three year IB Middle Years Programme, which culminates with all students involved in MYP Community Projects.

Form 4 is the first year of the three-year Hong Kong Diploma of Secondary Education (HKDSE). In the Hong Kong Diploma of Secondary Education (HKDSE), students study 4 core subjects – Chinese Language, English Language, Liberal Studies and Mathematics, follow a programme of Other Learning Experiences (OLE), which includes Physical Education, and choose up to 3 elective subjects. At CSS students can choose from the following elective courses:

Curriculum Area	Elective Subject Courses
Sciences	Biology, Chemistry, Physics
Humanities	Geography, History, Economics
Arts	Visual Art, Music
Technologies	Business, Accounting & Financial Studies (BAFS), Design & Applied Technology (DAT), Information & Communication Technology (ICT), Technology & Living (Food)
Mathematics	Mathematics Module 1, Mathematics Module 2
Languages	English Literature, Academic English Proficiency

Students who wish to opt for the IB Diploma will apply during Form 4, and the school will decide which students would be offered this option. Under the Government's guidelines for DSS schools, at least 51% of F5 students must follow the HKDSE.



In the IB Diploma Programme, CSS offers the following subjects to students:

Curriculum Area	Elective Subject Courses
Language & Literature	Chinese Literature, English Language & Literature
Language Acquisition	English Language B, Chinese Language B, Spanish ab initio (Online)
Individuals & Societies	Business Management, Economics, Geography, History Environmental Systems and Societies (ESS)
Sciences	Biology, Chemistry, Design Technology, Health Exercise & Sports Science, Physics and ESS (which also counts as a science)
Mathematics	Mathematics (Analysis) and Mathematics (Applications)
Arts	Music, Visual Art, Theatre, Film Studies (to be offered )

### Experiential Learning

There is a rich programme of experiential learning that teachers and support staff contribute to. This includes over 50 co-curricular activities after school and on weekends, combined CAS / OLE programme for F5 & F6, exchange programmes with schools beyond Hong Kong (Edinburgh, Hangzhou) and Creative Week. During Creative Week, the school timetable is suspended and students and staff participate in camps, service excursions, study visits or work-related experiences in and beyond Hong Kong. There are also subject-focused study trips e.g. History trip to Germany/Poland, Technology trip to Japan, Arts trip to Hangzhou, Physical Education trips to Spain.

### Personal Growth Programme (PGP)

This programme has been developed in-house and is delivered by House tutors and operates from F1 to F6, one period per six day cycle. At appropriate times external speakers are invited to deliver specific sessions. The programme themes running through the six years are - self-management, self-awareness, decision-making, relationship skills & social awareness.

### Language courses and languages of instruction

CSS offers Chinese and English courses to all students and in addition Spanish and German are also offered for Junior School Students. Both languages are offered as Language & Literature (first language) and as Language Acquisition (2nd language) courses. About 30% of students study English as a first language and about 80 % study Chinese as a first language. About 20 % of students study Chinese Language Acquisition and about 15% study both English and Chinese first languages courses concurrently. For most students, English is their second language and many of them typically switch over from Cantonese-medium primary education to English-medium learning at CSS. Supporting their successful transition is a major whole-staff effort; all teachers are also expected to be teachers of language and expected to model good use of instructional language. To facilitate this transition, the school operates a Centre for Academic Language Proficiency (CALP) which currently provides intensive English language tuition for about 10% of students who need support to access the English-based curriculum.

Students with other home languages are encouraged to maintain these and study them to examination levels. In the IB Diploma, we offer ab initio Spanish as an online course. In the HKDSE, we offer Chinese GCSE to students who do not speak Chinese as a home language, and encourage students to consider taking the GCSE examination in their home language whenever possible.



Our Chinese language courses is taught through the medium of Putonghua from Form 1 to Form 3. From Form 4 upwards, in both Diplomas, students following Chinese first language courses may opt to be taught through the medium of either Cantonese or Putonghua. All other courses throughout the school are delivered through the medium of English.

Languages are also supported through a number of co-curricular activities – debating in English, Cantonese and Putonghua; drama in English & Cantonese; French, Korean and Spanish as club activities etc.

In order to enhance the cultural awareness of all students, last year the school began an initiative to promote Chinese Literature, Arts, Culture & History (CLACH), to firstly bring together a number of existing projects and activities under an overarching framework and later to establish inter disciplinary and subject-focused links with our curriculum.