Regency Park and Century Park Campus - Primary

**Chinese Leadership Task Breakdown**

* Head of Chinese Department: Sissy Shen
* Y1-3 Lower Chinese Studies Leader: Cindy Zhang (Y1 Chinese Leader)
* Y1-3 Lower CAL Curriculum Leader: Carrie Qian (Y2 Chinese Leader)
* Y1-3 Lower CFL Curriculum Leader: Cathy Yang (Y3 Chinese Leader)
* Y4-6 Higher CAL Curriculum Leader: Fion Zhang (Y4 Chinese Leader)
* Y4-6 Higher CFL Curriculum Leader: Rowling Miao (Y5 Chinese Leader)
* Y4-6 Higher Chinese Studies Leader: Joan Chen (Y6 Chinese Leader)

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| **Task** | **Person Responsible** | **Comment** |
| **Head** | **CAL-L** | **CAL-H** | **CFL-L** | **CFL-H** | **CS-L** | **CS-H** |
| **A. Daily Operation/ Management 日常运作及管理** |
| Staff leave 请假、代课安排 | # |  |  |  |  |  |  | Sick-leave certificate and forms needed |
| Support to leaders支持组长工作 | # |  |  |  |  |  |  | Teachers contact the related leader and CC Head |
| Budget and order预算及订购 (书簿等) | # |  |  |  |  |  |  |  |
| Leaders’ meeting组织组长会议 | # |  |  |  |  |  |  |  |
| Curriculum meeting组织中文教研会议 |  | # | # | # | # |  |  |  |
| Studies meeting组织研习课教研会议 |  |  |  |  |  | # | # |  |
| Appraisal教师评估 | # | # | # | # | # | # | # | Head oversees Year level stuffs& language teaching |
| PD and goal教师专业发展及目标 | # | # | # | # | # |  |  | Leaders to support teachers to set up goals |
| Resource room 1资源室管理 |  |  | # |  | # |  |  | Resources in the library  |
| Resource room 2资源室管理 |  |  |  |  |  | # | # | Resources in the ERC |
| Resource room 3资源室管理 |  | # |  | # |  |  |  | Resources in the Chinese Classroom |
| Year level related日常年级事务安排 |  | # | # | # | # | # | # | Communicate with year leader, order, year level activities |
| Fieldtrip 实践考察活动策划 |  | # | # | # | # | # | # | By year level, consult with Head |
| Year level blog年级博客更新 |  | # | # | # | # | # | # | By year level |
| School Newsletter学校通讯/市场部事务 | # | # | # | # | # | # | # | Depends on topics |
| Monthly plan每月工作计划 | # |  |  |  |  |  |  |  |
| Co-teaching related合作教学 | # |  |  |  |  |  |  |  |
| **Task** | **Person Responsible** | **Comment** |
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| **B. Student Management 学生工作** |
| Behaviour in Chinese class/SEN related学生行为及特殊学生 | # |  |  |  |  |  |  | Significant issues go through Head, then Rob, smaller dealt with leaders |
| Report and check学业报告及检查 | # | # | # | # | # |  |  |  |
| Gradebook setupGradebook设定 |  | # | # | # | # |  |  |  |
| Chinese Placement学生分班 (升/留/新生) | # |  |  |  |  |  |  |  |
| Portfolios and SLC成长记录/学生主导会 |  | # | # | # | # | # | # | By year levelHead to oversee |
| Assembly and award各种校会及颁奖 |  | # | # | # | # | # | # | By year levelCFL-L to remind |
| **C. Parents Related 家长工作** |
| Parent workshop工作坊 |  | # | # | # | # | # | # | If needed |
| Communication家长沟通/冲突处理 | # | # | # | # | # | # | # | Teachers contact the related leader and CC Head |
| P-T Interview/ Information Night家长见面/课程介绍会 | # | # | # | # | # | # | # | By year level Update Chinese and Chinese studies part, Head to oversee  |
| **D. Curriculum Development 课程发展** |
| Plan platform check and backup备课平台检查及备份 | # | # | # | # | # |  |  | Head to create a framework and oversee |
| Update curriculum 课程更新及发展 | # | # | # | # | # | # | # | Head to oversee |
| Assessments测试、评估及考试 | # | # | # | # | # |  |  | Head to oversee |
| Oversee Curriculum安排教学进度 |  | # | # | # | # | # | # | Including Chinese language and Chinese studies |
| Maintain curriculum guidance documents 中文课程纲要/指引 | # |  |  |  |  |  |  |  |
| Monthly Composition 每月作文收集上传 |  |  | # |  | # |  |  |  |
| CFL/CAL blog母语及非母语博客 |  | # |  | # |  |  |  |  |
| Studies Work upload研习课作品上传检查 |  |  |  |  |  | # | # | Check class blog |
| i-learning platformi-learning 平台 | # |  |  |  |  |  |  |  |
| Powerschool set up for Chinese classPowerschool名单 | # |  |  |  |  |  |  | Office to support |
| **Task** | **Person Responsible** | **Comment** |
| **Head** | **CAL-L** | **CAL-H** | **CFL-L** | **CFL-H** | **CS-L** | **CS-H** |
| Reading book and journal阅读书及日志安排 |  | # | # | # | # |  |  | Arrange, share organise, purchase and record booksAward handed out by year level  |
| **E. School Activities 中文部活动** |
| Chinese New Year Celebration中国新年活动 | # | # | # | # | # | # | # | Head to oversee |
| Chinese Culture Day中国文化日活动 | # |  |  |  |  | # | # | Head to oversee |
| Annual Chinese Handwriting Competition年度写字比赛 | # | # | # | # | # | # | # | Head to oversee |
| Subject related activities学科类活动 |  | # | # | # | # |  |  | Head to oversee |
| Other external activity其它校外比赛(如作文) | # |  |  |  |  |  |  |  |
| Yearbook Chinese Pages and Check校刊（中文部分）及检查 | # | # | # | # | # | # | # | Head to overseeLanguage page: CAL & CFL LeadersChinese New Year and Chinese Culture Day pages: CS Leaders |

When Chinese teachers needs any support, please note the following -

* if related to Chinese Language Curriculum, please contact Curriculum Leader first.
* if related to Chinese Studies, please contact Chinese year leader first, then the Chinese Studies Leader.
* if related to Year level matters, please contact the Chinese leader in that year level first.

If needed, please CC the information to the Head of Chinese Department, then contact the head. The Principle will deal with big issues.