

The Independent Schools Foundation Academy Hong Kong

Teaching Internship/Fellowship Training Program 2024-25



A. Introduction

The ISF Academy is a not-for-profit, Private Independent School, emphasizing Chinese language and culture within a global perspective. By drawing the best from the East and the West, The ISF Academy seeks to educate students for life in the 21st century, nurturing global citizens who are problem solvers, lateral thinkers and leaders able to thrive amidst uncertainty and social changes in a rapidly evolving global society. The ISF Academy is fully accredited by the Council of International Schools, the Western Association of Schools and Colleges, and the Association for Experiential Education.

The ISF Academy's learning programs develop students who reflect the school's key descriptors: **Independent Minds, Chinese Virtues, Global Outlook**. The school's learning programs help students develop independence by learning to think critically, communicate effectively and by participating in experiential learning programs which promote self-esteem, responsibility and compassion. ISF students are strongly connected to Chinese culture through language immersion in a rich Chinese cultural setting, and deep appreciation of Chinese traditions and moral values. ISF students also have a rich global engagement, physically through exposure to other countries and cultures, and intellectually through mastery of the English language and particularly through the globally oriented

curricula of the International Baccalaureate (IB): the Middle Years Programme and Diploma Programme. The ISF Academy ensures that students engage in purposeful learning activities that help them master the skills of analysis, develop perspective and judgment, respect all living things, as well as communicate, connect, and be empowered to act within the community at large.



The ISF Academy operates by the principles of its core values *Eight Virtues + One* so that students may become active and ethical members of society. This is put into practice through the expectations placed on personal interaction within the school, through local community service, and through service projects abroad. All members of the ISF learning community are expected to live ‘virtuously’ and seek the ‘One’ – wisdom.

The ISF Academy aspires to be the best independent school in Hong Kong. The guiding statements underpinning this aspiration are the vision, mission, and values statements that shape each and every aspect of the school’s operations. While these terms are sometimes used somewhat loosely, at The ISF Academy, they take on the following definitions:

- **Vision:** what does the future look like – where is the school going?
- **Mission:** what is the school doing now to realise that future?
- **Values:** how does the school go about its work to achieve that future?

These three questions provide the framework to guide the daily business of The ISF Academy. They inform the school’s thinking, planning, and decisions. They are specific and should be used to make intelligent choices between competing and equally meritorious ideas. They help The ISF Academy to make tough decisions about what to do, which initiatives to pursue and which to decline. All actions must be viewed through the ‘lens’ of this values framework – actions must align with values.

The ISF Vision

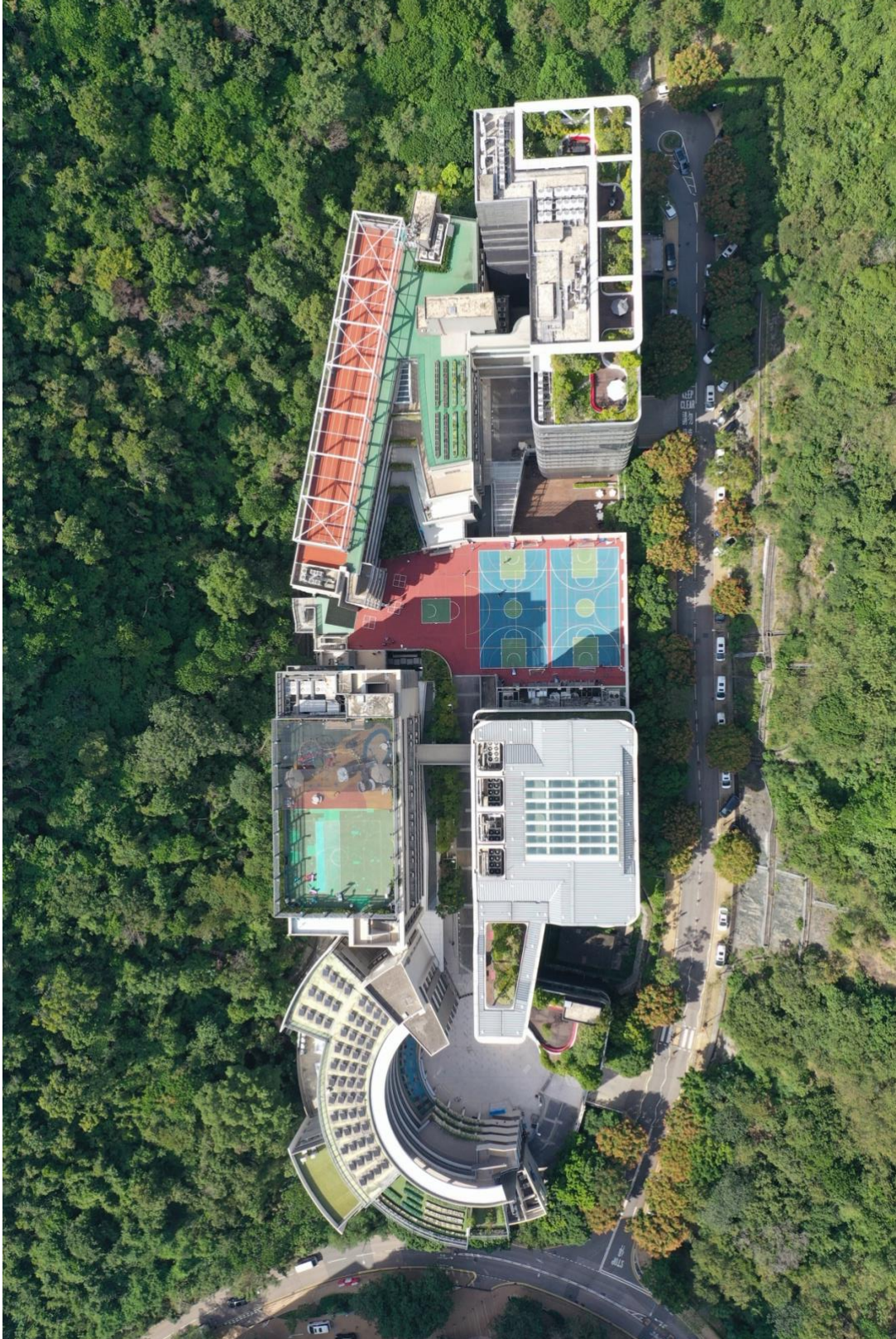
The Independent Schools Foundation Academy is a community of learners, independent in thought and action, deeply rooted in Chinese culture, global in understanding and experience, and excellent in all endeavors.

The ISF Mission

The Mission of ISF is to promote education that inspires and nurtures:

- **Independent Minds:** Nurturing creativity, critical thinking, and a lifelong love of learning for academic, personal, and social development;
- **Chinese Virtues:** Educating learners in a uniquely Chinese-English bilingual and East-West bicultural environment rooted in timeless Chinese values embodied in the *Eight Virtues + One*; and

- **Global Outlook:** Building life skills through experiential learning, inspiring learners to act as empowered and resilient global stewards.



ISF Core Values: The Eight Virtues + One

The school's core values are expressed through the *Eight Virtues + One*. The following excerpt from the school's prospectus explains the definitions applied to each of the virtues in the context of The ISF Academy.

Zhi 智 (Intelligence and Wisdom) 智 (zhi) means making the right choices in life. Wise choices require wisdom stemming from knowledge, experience, judgment and a clear set of values to know what is right. The Eight Virtues culminate in the achievement of 智.

Zhong 忠 (Loyalty and Commitment) The character 忠 (zhong) embodies the concept of loyalty and commitment to others and to ourselves. Through 忠, we show our devotion to people around us and to our own being.

Xiao 孝 (Respect and Obligation) 孝 (xiao) recognizes that we have an obligation toward our parents in our role as children, we respect our teachers in our role as students, and we respect and cherish our histories and traditions that define who we are. Xiao calls for an attitude of respect for not only those around us, but also for ourselves.

Ren 仁 (Compassion and Kindness) We show kindness and care to all through 仁 (ren). We are kind and compassionate to those who are less fortunate than we are. We choose forgiveness over revenge, generosity of word and action over meanness.

Ai 愛 (Love and Passion) 愛 (ai), or love, is an expression of our passion in life. We give our best in all of our endeavors; nothing is 'half-hearted.'

Li 禮 (Etiquette and Ceremony) The spirit of 禮 (li) is found in the exemplary, cultured behavior of the true gentleman or lady. A person with 禮 treats others with courtesy and respect. We control our impulses and act after careful consideration.

Yi 義 (Principles and Justice) 義 (yi) embodies the quality of being principled, committed to justice, and standing up for our beliefs. We show personal integrity in all that we do; we strive for higher standards that go beyond what is expedient, convenient, or arbitrary. We are trustworthy and always ready to help those around us.

He 和 (Harmony and Tolerance) We live in moderation, tolerance, good humor and joy through the virtue of 和 (he). We control our tempers and promote peace. We seek to include and embrace others, replacing confrontation with understanding.

Ping 平 (Balance and Equality) 平 (ping) means balance and equality. We know that in all dimensions of life there is a time for work, a time for rest, and a time for play. Through 平 we learn to find the balance between external demands and internal desires.

B. Purpose of Teaching Fellowship

The purpose of the ISF Teaching Internship, also called the Teaching *Fellowship*, is to provide university or college graduates who have a demonstrated interest in education and who have studied to a graduate level in priority disciplines with an opportunity to undertake a year's immersion in an independent school setting in preparation for further study and work in the field of education. Applicants must be **bachelor-degree level graduates or graduands from a recognized university**. They must be native speakers of either English or Chinese (Putonghua). Priority in the selection process is given to the following four key areas:

1. Language and Culture
2. Science and Environment
3. Performing and Visual Arts
4. Sports and Physical Education

The Teaching Internship program also confers benefits on students in The ISF Academy Secondary School. Through regular, supervised contact with ISF students, Teaching Interns share their knowledge of their particular discipline as a part of the normal curriculum at The ISF Academy. Teaching Interns also offer the capacity to share their experiences of tertiary study with ISF students, particularly those at the senior level, who are themselves preparing for entry to tertiary institutions of learning. This form of direct mentorship offers ISF students with an exceptional opportunity to learn from the experiences of the Teaching Interns.

Finally, as graduates of the world's leading universities, Teaching Interns bring specialized subject/discipline knowledge and experience that further enriches the professional dialogue between teaching professionals at The ISF Academy, enhancing course content, introducing new breadth to academic activities and programs, and encouraging further study and research in the identified key areas of interest.

C. Outcomes

The internship program has the following expected outcomes:

1. Encourage and facilitate exceptional graduates to select teaching as a lifetime vocation;
2. Enrich the learning experiences of ISF students in key areas of study;
3. Enrich ISF student knowledge of specific courses and institutions of tertiary learning; and
4. Enrich the professional working environment at The ISF Academy through the addition of rare expertise and experience in key areas of learning.

The outcomes of the program may be measured in the following ways: the number of Teaching Interns who move into pre-service teacher training programs **during*** or **after** the completion of the teaching internship; the academic outcomes of students studying in areas enriched and supported by the Teaching Interns; the number of tertiary institution course

selections affected by the advice of a Teaching Intern; and the demonstrable enrichment of the ISF curriculum through the knowledge provided by the Teaching Interns.

**note: Teaching interns may access pre-service teacher training programs during their internship after discussion with the internship program manager and with the approval of The ISF Academy. Previous incumbents have undertaken pre-service training programs through the University of Sunderland Post Graduate Certificate of Education (PGCE) delivered through Distance Learning mode (<https://www.sunderland.ac.uk/study/education/pgce-international-dl/>). The ISF Academy retains the right to reject an application if the intern is not suitable for this program. If it is approved, subject to policy terms, the tuition cost will be partially met by the ISF Academy.*

D. Resources

Management

The ISF Academy Internship Program is managed by a designated member of the ISF Leadership Group. Depending on the appointee's specialization and institutional needs at the time of appointment, interns are seconded to either The ISF Academy Secondary School or the ISF *Shuyuan* Program. Participants are embedded in faculty teams within their respective division or program.

Selection

Internships are only offered to carefully selected candidates who have passed through a highly rigorous selection and interview process. Internships are posted through the international teacher recruitment company '**Search Associates**' and through selected tertiary institutions, such as Hong Kong University. All Search Associates candidates undergo a background and qualifications check, a pre-screening interview, and a formal interview at one of the teacher recruitment fairs offered by Search Associates each year around the globe (reference: www.search-associates.com) before final offers are made. Each appointee is offered a formal one-year contract of appointment as a Teaching Intern at The ISF Academy.

Conditions of Appointment

Teaching Interns are not offered a salary as a teacher and are not expected to undertake a full, formal teaching load. All interns undergo training and preparation to take on progressively more demanding tasks, which may include teaching duties, under the supervision of a discipline expert. Interns may be invited to teach a class when adjudged ready to do so. Stipends are adjusted to reflect any change in duties, such as additional teaching responsibilities.

Teaching Interns are expected to undertake duties, as assigned by the school, during the normal hours of school operations (7:30 a.m. to 5:30 p.m. Monday to Friday) and may also be asked to support weekend and holiday extension programs, programs of experiential learning, student clubs, local and international excursions, and other formal school events held out of school hours.

The following provides an overview of the conditions of service for each appointee:

1. Living stipend: **HK\$17,410** per month for weekend meals and personal discretionary expenditure;
2. Travelling Allowances: a travelling allowance is to be paid to each intern to encourage travel to Mainland China during the school vacation periods. The purpose of intern vacation travel is to allow each intern to develop a deeper and more experiential understanding of China and Chinese culture. The allowances payable in the **2024-25** academic year are:
 - i. October: **HK\$1,210.00**
 - ii. Christmas: **HK\$2,400.00**
 - iii. Chinese New Year: **HK\$2,400.00**
 - iv. Easter: **HK\$1,210.00**
 - v. Summer: **HK\$4,780.00**
3. Accommodation: while in Hong Kong, all interns are provided with rent-free furnished accommodation of an appropriate standard by The ISF Academy;
4. Meals: The ISF Academy will pay a monthly meal allowance of **HK\$3,590.00** which can be used to purchase meals in the Academy's dining room or elsewhere;
5. Relocation travel: a return Economy Class air ticket from the intern's designated Home of Record to Hong Kong and return to the Home of Record at the conclusion of the internship will be provided by The ISF Academy;
6. Training: a managed induction and training program, including professional development courses approved by the Professional Development Management Committee, will be offered to the Teaching Intern during the contracted period;
7. Visas: The ISF Academy will pay all normal costs associated with obtaining a visa from the Hong Kong Government; and
8. Medical and Dental insurance will be provided under the school's group policy.

Note: During COVID-19, the Hong Kong Government implemented various public health control measures, some of which were targeted at schools. While not in force at the time of writing, mandatory measures such as vaccination, mask-wearing, and quarantine for inbound traveller may be implemented at short notice. Compliance with such measures is and will remain a fundamental condition of the employment contract. The ISF Academy will meet the reasonable costs associated with satisfying any government mandated measures.

E. Timeline

Teaching Interns are appointed during the teacher recruitment 'season', typically ranging from late November to early March in any given academic year. The timing of Teacher Internship appointments is aimed at providing sufficient time to arrange visas, travel, training programs and courses, and accommodation at the school. The 2024-25 Fellowship is due to commence on **1 August, 2024**.

A detailed timeline for Teaching Interns will be provided by the Human Resources Office along with the formal contract (needed for immigration purposes) on acceptance of an initial electronic offer.

8 November 2023

