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| **Job Title:** | **English Teacher** | | |
| **Reporting To:** | **Head of Department** | | |
| **Effective starting from:** | **August 2018** | **To:** | **July 2021** |

# Primary Purpose:

* To teach pupils assigned to your class within the school and carry out duties as required by the Head of Department
* To promote the Lasallian Mission and Core Values of SJII Malaysia
* Ensure that planning, preparation, recording, assessment and reports meet the expectations of the school
* To actively contribute to wider school development and growth
* Demonstrate thorough curriculum knowledge
* Demonstrate a proactive approach towards professional development **Specific Duties and Responsibilities:**

# Teaching and Learning

* + Ensure effective teaching and management of classes, groups and individuals so that objectives are met, progress and challenge are maintained and the best use is made of teaching time
  + Use teaching methods, which will engage and stimulate pupils’ intellectual curiosity including the use of effective

questioning, clear presentation and effective use of resources

* + Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of behaviour
  + Management through focused teaching and create positive and productive relationships in accordance with the rules

and behaviour policy of the school

# Planning Expectations

* + Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the pupils
  + Set appropriate, yet challenging expectations for pupils’ learning, building on prior attainment
  + Identify pupils who may require additional support and know where to get help in order to give positive and targeted support
  + Ensure that planning shows a clear understanding of the Year group expectations and leads to progression within lessons and over sequences of lessons

# Assessment and Reporting

* + To assess pupils’ achievements and progress in accordance with agreed policies and procedures
  + Implement AfL to evaluate how well learning objectives are/have been achieved and adapt future teaching and learning accordingly
  + Mark and monitor pupils’ class and homework providing constructive oral and written feedback, providing focus for pupils’ progress to ensure they meet individual and Year group targets

# Relations with Parents and the wider community

* + Prepare and present informative reports to parents in a professional manner
  + Facilitate parental engagement by ensuring Home Learning tasks detail how parents can assist their children
  + Prepare presentations for parental groups as required

# Managing and Developing Relations within the School

* + Interact on a professional level with academic and administrative colleagues to establish productive working relationships
  + To contribute to meetings, discussions and systems to facilitate the smooth running of the school
  + Supervise of the work of teaching assistants and participate in their professional development

# Managing Resources

* + Select appropriate resources to support learners in achieving teaching objectives
  + Select resources to add practical activities and create interest for learners
  + Ensure resources are stored appropriately both within classrooms and shared resource areas

# Managing own performance and professional development:

* + Understand the need to take responsibility for their own professional development
  + Keep up to date with research and developments in pedagogy as relevant to their curriculum team and Phase
  + Understand their professional responsibilities in relation to school policies and procedures
  + Make the most of PD opportunities provided
  + Reflect on their own teaching critically and use this to improve their teaching

# Other

* Act as a role model to the pupils they teach in their personal presentation and conduct
* To meet statutory responsibilities and company policies with regard to Health and Safety
* To promote and adhere to the Lasallian Mission and Core Values of SJII Malaysia

OTHER CONDITIONS

Any other duties considered necessary as allocated by the High School Principal