**Title:** Teacher

**Teacher’s Name:**

**QUALIFICATIONS:**

* University or College degree
* Teacher professional certification specific to hired/placed position
* Minimum of two full contract teaching years’ experience (FS - Year 13)
* Professional commitment to continued professional development and training

**REPORTS TO:**

Head of School or appropriate section head and Principal

**INTERFACES WITH:**

Administrators, colleagues, staff, students and parents

**SUPERVISES:**

Teaching and learning to students, student activities, a Teaching

Assistant (if assigned)

**Job Goal:**

GEMS encourages students to be independent learners that will meet the needs of a fast paced and changing world. We want our students to have a strong set of problem solving strategies, the ability to think critically as well as the have the knowledge and skills to apply to new and unfamiliar tasks (be a risk taker). We expect that students will continue to inquire/question throughout their lives and have a strong sense of fairness towards all people. As a result of their learning, we want students to take socially responsible action that has an impact on themselves, their friends, the school, their community, and someday in the near future, the world in which they live.

We want all students to develop a positive self-concept that includes an understanding of their profile as a learner. Understanding their strengths, preferred styles of learning and areas in which they need support are considered important attributes of a successful learner. We strive to build on the students' natural curiosity for the world around them and provide a well-balanced curriculum framework that incorporates the most recent research on how children learn. We want students from GEMS to be appreciative of their opportunities in becoming lifelong learners.

The responsibility we hold you accountable to as a Teacher is to ensure that all aspects of the GEMS global teaching standards are translated into daily classroom practice -- and that every day students assigned to you feel they are valued human beings. Strive to be positively memorable.

**Accountability:**

A GEMS Teacher is accountable for:

* the level of achievement for students assigned
* providing evidence(s) of progress of their students
* development of GEMS priorities:
* Customer Service
* Core Values
* Personal and Social Responsibilities
* External accreditation and essential authorisation

**Planning & Preparation**

A GEMS Teacher will:

* plan collaboratively for student learning
* plan based on student outcomes as appropriate
* involve students in planning their inquiry and its assessment
* plan to build upon students prior knowledge and experience
* address assessment throughout the planning process
* plan with an emphasis on the connection between subjects
* plan with recognition of the variety of learning abilities
* plan units that explore the similarities and differences between cultures/ places
* plan units that explore broad human experience from different perspectives
* plan units that focus directly on major issues e.g. prejudice, equality

**Teaching & Learning**

*A GEMS Teacher will:*

* use a range and balance of teaching strategies
* group students for effective different learning situations; differentiate instruction
* build on what students know
* use multiple resources to represent multiple perspectives
* empower students to feel response and to take action
* involve students actively in their own learning
* develop open-ended inquiry and real life investigations
* ensure up to date knowledge of the curriculum, as necessary
* advocate and embed the student learner profile in all aspects of GIP life
* be aware that English may not be the first language of all students
* address the needs of all students of different levels and types of ability

**Assessment**

*A GEMS Teacher will:*

* view, plan, teach and assess as an interconnected process
* use a range and balance of recording and reporting strategies
* involve students in peer and self-assessment
* involve students in a shared reflection at the end of each unit
* evaluate collaboratively
* enable students to recognise assessment as a means of describing their learning
* assess student knowledge and experience before embarking on new learning
* seek student responses to understand their current conceptions

**Terms of Employment:**

Salary will be determined by GEMS Malaysia, adhering to an annual school calendar and professional attendance requirement as per contract. Specifics and benefits are defined and agreed within the official (and binding) signed contract.

**Professional Development & performance management**

GIP has an annual performance management procedure to ensure high standards of teaching and learning. All Teachers will take an active part in this process to accommodate this valued aspect of monitoring and continued professional development in teaching.

The Teacher is expected to improve the learning of students by:

* negotiating, planning and attaining (with evidence of reflection on) realistic professional goals to raise levels of attainment for all learners
* maintaining a personal portfolio of professional development impacting on the standards of attainment for learners
* providing evidence of regular reflection on the success of planning, teaching and assessments developed

**Other Professional Standards**

*All GEMS Teachers will demonstrate:*

1. a working knowledge and understanding of:

* the key terms and conditions within their contract
* teacher responsibilities to ensure that students are healthy and safe on school premises and when leading activities off the school site, such as educational visits, school outings or field trips
* appropriate student management with positive adult role model behaviours in doing so
* appropriate physical contact with students
* appropriate physical restraint of students
* sanctions for students on disciplinary grounds
* praise and reward systems for students meeting or exceeding standards

1. effective working relationships during work in schools with professional colleagues including associate support and service staff
2. a positive role model to students they teach, through their punctuality, presentation, and personal/ professional conduct and attire
3. In the professional role they have in the wider community and the importance of always acting as an ambassador for GIP and GEMS Malaysia
4. a commitment to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for him/her
5. the need to take responsibilities for their own professional development and to keep up to date with research and development in pedagogy and in the subject they teach
6. their professional responsibilities in relation to school policies and practices, including those concerned with student welfare, and personal matters that includes anti-bullying, anti-drugs, and a firm academic integrity standard
7. the need to liaise effectively with parents and other caregivers as well as with agencies response for students’ education and welfare
8. participation in administrative and organisational tasks related to the professional duties of a Teacher, including the management or supervision of persons providing support for the Teachers in the school and the ordering and allocation of equipment and materials
9. the requirement to attend assemblies and events, registering student attendance, and supervising our family of students before, during, and/ or after school sessions to ensure safety and interest within the school.

**GEMS Teaching and Instructional Support Staff**

GEMS faculty and staff will model the aims for our learners; being life-long learners, knowledgeable and effective communicators; thinkers, inquirers and risk-takers in learning; principled and open-minded in spirit; healthy and happy in life; reflective, caring and balanced in their outlook.

*They will:*

* Model and encourage a culture of compassion, intercultural mindedness, and kindness.
* Be role models for GIP students
* Familiar and up to date with the philosophy, mission and aims of the school and committed to their implementation and further development
* Use appropriate teaching strategies, including a well-informed understanding of how we learn and differentiate, to meet students individual needs
* Establish exemplary preparation, planning and assessment
* Highly competent and confident media and technology users
* Plan and implement strategies that encourage student self-discipline, reinforce appropriate behaviour
* Understand effective and meaningful assessment as to promote continuous learning
* Motivate students to achieve beyond previous performance levels
* Set and maintain consistently high standards appropriate to the individual
* Value appropriate classroom humour
* Create, maintain and enthuse lifelong learning
* Care (and compassion) for all members of the school’s community with particular focus on students; being positively memorable
* Nurture and celebrate accomplishments of all around you
* Understand and develop leadership roles; know when to lead and when to follow
* Develop, promote good rapport with all members of the school community
* Establish and maintain curriculum and assessment documentation
* Pioneer the development of innovative teaching resources and assessment materials
* Develop further the GEMS understanding of trans-disciplinary inquiry based curriculum philosophy
* Value co-operation, mutual support and highly effective communication
* Demonstrate accurate and up to date knowledge of curriculum and subject matter
* Attend work and duties and avoid absence
* Adhere co-operatively to GIP policies by supporting and implementing regulations
* Recognise the importance of, and support for, the GIP enrichment activities in the school day and After School Activities (ASA) involvement
* Accept and assume responsibilities and be self-motivated
* Expend effort and energy beyond the regular timetabled day so your performance becomes a hallmark of excellence that will serve as recommendation for promotions and future jobs abroad
* Attend all appropriate staff meetings and serve on school committees as required

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Level/Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of School Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My initials below verify I have received a copy of this Job Description and that I will do my professional best to meet these expectations and requirements.

Employee initials here: \_\_\_\_\_\_\_\_\_\_