



## Classroom Teacher's Job Description

**Post:** Teacher of Chinese (maternity cover, part time)

**Reporting to:** Head of Chinese

### Primary Responsibility:

To provide students with a stimulating, challenging and enjoyable learning experience both in and beyond the classroom, and to offer them the encouragement they need to thrive at SJI International. This exact amount of teaching in this role can be flexible

The maternity cover will commence on 9<sup>th</sup> April and finish on 14<sup>th</sup> June 2017

### Specific Responsibilities:

#### Teaching and learning

- Identify and adopt the most effective *active, creative* teaching approaches for SJI students in line with current best practice and the ethos of our school **[See T&L Policy]**
- Work with other members of the Faculty to apply consistent standards in the following: curriculum planning and delivery; formative and summative assessment through classwork, homework and formal examination; standardisation and moderation of the examinations process
- Create a stimulating learning environment, including displays of student work
- Teach *across the age and ability ranges* from Foundation IGCSE (Grades 7 & 8) through to IGCSE (Grades 9 & 10), to the IB Diploma Programme (Grades 11 & 12) **[IB/A-Level experience is an advantage]**
- Identify and take advantage of opportunities to use resources offered within and beyond Singapore to take learning outside the classroom
- Adopt strategies and monitor teaching and learning activities to support individuals with SEN/ESL in line with school and faculty policy
- Ensure compliance with all rules regarding health and safety in the classroom
- Set and mark homework regularly in line with school and faculty policy
- Identify and teach study skills/strategies that will develop students' ability to work independently
- Take part in the process and marking of the Extended Essay component of the IB Diploma

#### Recording and assessment

- Set clear targets for raising achievement
- Collect and record assessment data (enter on SIMS where required)
- Comply with established systems for identifying, assessing and reviewing student progress
- Develop an understanding of different learning needs and the importance of raising achievement among students
- Attend parent conferences and keep parents informed about their child's progress, both formally through regular assessments and written reports, and informally through effective communication via email and the student diary/planner

#### Standards and quality assurance

- Support the aims and ethos of SJI as a Catholic, Lasallian school
- Support the school's established SMILES values

- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training and annual performance review
- Attend team and staff meetings

### **Other duties and responsibilities**

This is essentially a generic Job Specification for Subject Teachers; all teachers at SJI International are also expected to contribute significantly to the service, sport and activity programmes, to accompany school trips and expeditions and to play a full part in the continued development of a thriving school community. Most teachers are also expected to take on the pastoral role of Form Tutor; a separate job description for Tutors may be found in the Staff Manual.