Beaconhouse School System, Malaysia

Appointment of

Teacher

Job Description

Post Title: Teacher

Reporting to: The Principal

The Role

The primary role of the teacher is to ensure all students develop an understanding of the subject and a desire to learn more. The teacher will have a good level of subject knowledge and be able to teach at all levels in either the Primary or Secondary school. We follow the Cambridge Primary, Lower Secondary and IGCSE syllabus and prepare the students for Checkpoint Primary, Checkpoint Lower Secondary and IGCSE examinations. The teacher will to get to know the students and to build up a relationship of trust and understanding with them. He/she will be expected to be ready to give support and advice on the one hand whilst taking a leading role in disciplinary matters within the classroom and school when required to do so. The teacher has the overview of the students learning needs in his/her class and is expected to ensure that they participate fully in the lessons and in any connected co-curricular activity, organise their time efficiently and complete all homework assignments. The classroom should reflect a warm, welcoming and supportive learning environment for all members; staff and students.

Main Purpose of the Job

This position is responsible for leading the instructional process by delivering lessons, collaborating with other teachers and administrators in addressing instructional and/or classroom issues and responding to queries from parents or guardians WITH the objective of enhancing student learning outcomes WITHIN the established curriculum guidelines and lesson plans.

Desired Qualifications

Degree/Masters in any subject area.

PGCE/QTS

Desired Experience

Minimum of than 3 years classroom teaching experience

Must be 27 years of age or above.

Core Knowledge Required

* Thorough knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.
* Thorough understanding of curriculum implementation techniques and a range of assessment requirements and arrangements.
* Awareness of educational psychology.
* Comprehensive knowledge of Cambridge International Examination (CIE) standards.
* Academic Practices and Procedures Manual (APPM).
* School Operations Manual (SOM)

Languages Required

English (Fluent)

Behavioural Competencies

* Leadership
* Decision Making
* Interpersonal
* Customer Relations
* Planning, Organising & Coordinating

Personality Traits

* Patient
* Innovative / Creative
* Open Minded
* Honesty & Integrity
* Loyal

Teaching and Curriculum Implementation (35%)

* Effectively prepare and deliver lessons to a range of classes of different ages and abilities using varied teaching techniques.
* Research new topic areas, maintain up-to-date subject knowledge, and devise new curriculum materials.
* Liaise with the Coordinator, SH and other Teachers on the preparation and development of curriculum, teaching methods and assessments.
* Ensure complete compliance and execution of the syllabus during school hours.
* Ensure the integration of Information & Communication Technology (ICT) in lessons.
* Demonstrate an awareness of, and make provision for students who have special education needs.

Assessments and Reports (35%)

* Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
* Mark students’ work and set targets for progress.
* Give appropriate feedback and maintain records of pupils’ progress and development.
* Assess and record students’ progress systematically and keep records to check work is understood and completed.
* Effectively communicate with parents and provide feedback of their child’s progress in PTMs.

Staff and own Development / Training / Reviews / Meetings and Administrative responsibilities (15%)

* Supervise and support the professional development of Teacher Aides and Teaching Assistants.
* Participate in programs for their own professional development.
* Participate in and organise extracurricular activities.
* Participate in school group meetings, parent teacher meetings and school events.

Classroom Management (10%)

* Ensure discipline and adherence to classroom decorum.
* Plan and maintain a safe, clean, learning environment and assure the well-being and safety of the students.

Discipline / Health and safety / School ethos (5%)

* Promote standards of conduct, discipline and proper regard for authority among pupils.
* Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in case of misbehaviour.
* Ensure the safety of students both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
* Support the SH in maintaining and promoting the ethos of the school and cordial relations with parents.