

St Joseph's Institution International Malaysia
JOB DESCRIPTION

Job Title:	English Teacher		
Reporting To:	Head of Department		
Effective starting from:	August 2020	To:	TBA

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:

1. 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

2. 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

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3. 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

4. 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

5. 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

6. 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

7. 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