**Job Description**

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| **Section** | Secondary & Sixth Form |
| **Position** | Teacher |
| **Reporting to** | Head of Department |
| **Duties and responsibilities** | **Teaching and learning*** Plan, prepare and deliver lessons.
* Apply pedagogy to engage students in their learning.
* Design assessments and provide timely feedback to facilitate student learning.
* Monitor and maintain records of students’ academic progress and social development.
* Submit books, records or planning as required for monitoring by colleagues or school leaders.
* Provide regular constructive feedback to students on how they can improve and maximise their potential to the fullest.

**Pastoral*** Serve as a Homeroom Teacher to support students in their affective needs and development.
* Organise and co-ordinate co-curricular activities pertaining to the learning of French language and/ or other student-related activities and events.
* Work with stakeholders (e.g. parents) to meet the pastoral needs of students.

**Professional development*** Participate in department meetings, school-wide training events and attend relevant training workshops as identified by the school.
* Work with colleagues in the department to review curriculum, pedagogy and assessments.
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| **Personal qualities** | * Excellent class management skills
* Excellent interpersonal and communication skills
* A good team player
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| **Education qualifications** | * A good University degree in the subject content area is required
* Recognised teaching qualification such as PGCE
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| **Experience** | * Experience in teaching the Cambridge IGCSE and/ or Cambridge International AS/ A-Levels and/ or IBDP preferred.
* Minimum 4 years of teaching experience
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| **Safeguarding** | Repton Malaysia is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area. |