

	Beaconhouse School System Job Description	Ref #: Rev: Date:
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Job Title	TEACHER
Department	Academic / Teaching
Sub-Function	
Reports to	Principal
Functional Reporting	
Location	International School
Main Purpose of the Job	• Ensure all school policies are read and followed, e.g. the Child Protection Policy. • Develop positive relationships with students based on mutual trust and respect. • Celebrate Malaysian culture as and when appropriate. • Be able to teach at all levels as appropriate to the role. • Work with colleagues to plan learning across the academic year. • Use whole school and student level data to plan lessons effectively. • Ensure lessons are planned with effective differentiation, scaffolding and modelling to support students' understanding and ensure progress. • Ensure both formative and summative assessments are used to measure students' progress. • Ensure exam skills are taught to students to ensure successful outcomes. • Ensure all students make progress in line with the school's expectations. Support SEND and EAL students to ensure they make the expected progress. • Participate in assessment and moderation and reporting procedures as required. • Prepare students for both internal and external assessments to ensure successful outcomes. • Attend relevant meetings and CPD training as required. • Ensure the school's Health & Safety requirements are always followed and adhered to. • Contribution to wider school activities such as competitions and the school production.

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Person Specification	
Desired Qualifications	• Bachelor of Education/relevant degree in the subject(s) taught. • Qualified teacher status.
Desired Experience	• Be familiar with enquiry-based or thematic teaching approaches. • Have experience of using technology in blended learning. • Evidence of working in an international setting and experience of the early years/primary/secondary Cambridge curriculum would be an advantage.
Objectives	• To set and implement high standards of teaching and learning. • To be aware of the academic strengths and areas of needs of all students. • To ensure all planning and preparation for lessons is completed and adapted to the needs of the students. • To ensure that the conditions and supervision during lessons are conducive to effective academic progress. • To evaluate the effectiveness of the education and progress of students and to identify good practice and areas for improvement. • To ensure that practices improve the quality of care provided, meet the needs and aspirations of all students, and raise standards of attainment and progress. • To liaise with other staff to ensure that relevant circumstances of students are known, and adaptations and relevant support is provided. • To keep suitable records of students' progress, welfare, health, achievements and misconduct; to provide such reports and references as may reasonably be required. • To support the school's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the school.
Language(s) Required	• Fluent in English • <i>Fluency in Bahasa Malaysia and/or Mandarin is an added advantage</i>
Behavioural Competencies	• Communication and interpersonal Skills. • Organization and planning. • Classroom management. • Facilitation and engagement. • Assessment and coaching. • Collaboration and teamwork. • Caring and inclusiveness. • Flexibility and adaptability.

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Personality Traits	• Active listening. • Adaptability. • Collaboration. • Creativity. • Empathy. • Engagement. • Focus on growth • Lifelong learning. • Patience. • Preparedness. • Respect.
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Communication	
Internal	• Coordinator/Principal (School): Provide and discuss academic matters including but not limited to students' learning outcomes, implementation of the curriculum and schemes of work. • Administrative Officers (School): Submit and comply all related administration documents.
External	• Parents: Resolve concerns and address queries under the supervision and guidance of Principal. • Educational and Cultural Organisations: Organisations such as Cambridge Examination board or The British Council, etc. for planning and collaborating activities for children's participation.

Position Size	
Financial Authority	Nil
Non – Financial Authority	Direct Reports: Principal and Section Head (Head of Primary / Head of Secondary) Indirect Reports: Teaching Assistants (if any)

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Job Specification	
Areas of Responsibility	Key Performance Indicators
Strategic Direction and Development - To be aware of the implications of the University of Cambridge Assessment International Education requirements to ensure excellence in education and student outcomes. - Communicate with all staff the shared understanding of the importance and role of the school in contributing to students' spiritual, moral, cultural, mental and physical development. - Use data to identify students who are underachieving and where necessary assist with the implement plans of action to support these students to make progress and achieve successful outcomes. - Analyse and interpret relevant national, local and school data, research and inspection evidence to support the work of the school staff team.	
Pastoral Care - Ensure an effective homeroom programme. - Monitor attendance and punctuality of the students. - Evaluating pastoral care and using this analysis to identify good practice and areas for improvement. - Contact parents regularly to ensure the well-being and care of students. Ensuring communication is detailed and coherent. - Ensuring students participate as appropriate in the co-curricular programme and monitor their participation. - Ensure students are monitored and supervised throughout the day.	
Leadership - Ensure constructive working relationships with students. - Establish clear expectations and constructive working relationships with the students and developing an acceptance of accountability. - Supervise the smooth running of the classroom.	
Efficient and Effective Deployment of Resources - Ensure the classroom learning environment reflects a warm, welcoming and stimulating environment. - Ensuring the efficient and effective management and organization of resources. - To be responsible for the recommendation of resources within budgets agreed with the relevant post-holders and the Principal. - Using accommodation to create an effective and stimulating environment within the classroom. - Ensuring that there is a safe working and learning environment in which risks are properly assessed.	

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Duties • Be responsible to the Principal for the learning, safety, welfare and pastoral care of the students. • Ensure registration of all students is completed. • Communicate with other staff regularly on the progress of students. • Work closely with all staff and students to create and maintain a recognizable school ethos. • Maintain an excellent environment/fabric of the classroom for work. • Attending and delivering assemblies as required. • Monitor, assess and develop the progress of all students and ensure that regular contact is made with the Principal and parents to discuss progress and issues. • Regularly review academic, attainment and progress. • Monitor student progress across the subject area, working closely with other subject staff to improve student attainment and progress. • Ensure all students are always accounted for and appropriately supervised. • Liaise with Homeroom staff to ensure aspirational targets for each student. • Work closely with the other staff to ensure a consistency of approach across the school and to develop and implement, where necessary, policies and procedure which reflect the school's commitment to high achievement, effective teaching and learning, support and care. • Maintain a high standard of behavior within the classroom and ensure that school policies and procedures are followed. • Adhere to and follow the rewards and behaviour systems. • Ensure all students are suitably rewarded for positive contributions to the school community. • Ensure all students take advantage of the co-curricular activities and monitor the students' use of their non-lesson time. • Attend weekly staff meetings, training and CPD training sessions as directed. • Be available for school activities e.g. socials, parents' meetings, etc. • Support students at events – e.g. concerts, competitions. • Support with student transition programmes. • Be in school as directed by the school Principal, during the school holidays and participate in all staff training and preparation as required.	
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- Attend Marketing and Admissions events including Open days as directed by the Principal in order to support the promotion of the Beaconhouse School and maintain the growth of the student population. - Liaise with outside agencies where necessary and appropriate to students.	
Any other task or project the Management assigns from time to time.	

	Department Head	Incumbent
Signature		
Name		
Job Title	PRINCIPAL	TEACHER
Date		