CHARTERHOUSE
HARTAMAS

Job Description and Person Specification

A-Level Biology Specialist

Job Purpose

Charterhouse Hartamas is looking for an inspiring teacher of A-Level Biology to join our founding team in Kuala Lumpur, Malaysia, for August 2021. This role presents a rare opportunity for an outstanding practitioner to contribute towards the success of a highly progressive, future focused school, with a supportive leadership team who want to see you develop and succeed.

Charterhouse Asia schools' pedagogical approach emphasises imagination, discovery, and learning by doing. Supporting students as they study towards A-level qualifications, the Biology specialists will apply creative and inspiring pedagogies to support their students as they acquire a secure grounding in the knowledge and skills of the subject.

Core to our outlook, Charterhouse Hartamas has an explicit commitment to the promotion of education in social enterprise through service learning. Thus, teachers at our school will be expected to work towards our vision:

"Future Ready – Education for a new reality"

In addition to teaching, the Biology specialist will share in the wider pastoral and co-curricular life of the school. This will include contributing to activities as part of the 'Spectra Smarts' programme, supporting a group of students as a House Tutor and in this, having oversight of the Independent Learning Projects of those students, taking a share of leadership in House activities, and leading at least one extra-curricular activity.

Teachers will follow the school calendar with some additional time for training prior to the start of the academic year. Occasional participation in outreach or promotional activities may be required, but every effort will be made to ensure that this demand is reasonable and shared equitably amongst all colleagues.

Main Duties and Responsibilities

Teaching, Learning and Assessment

- To teach up to 22 hours of Biology to Specialist 1(AS) and Specialist 2(A2) students.
- To prepare and implement the Biology curriculum for students in Specialist 1, and Specialist 2 as allocated, with the goals of helping students to develop confidence and proficiency in the subject, a love of learning, as well as preparation for success in the Cambridge international A-level exams.
- To establish and maintain classroom and outdoor environments supportive of learning in the spirit of 'the environment as the third teacher'.
- To ensure that the environment, materials, and equipment are safe, clean, attractive, challenging, functional, anti-bias, and developmentally appropriate.
- To plan and organise the curriculum and activities in order to meet the physical, social, intellectual, and emotional needs of each student and to provide the students with a stimulating, joyous and engaging learning experience.
- To work with the team to ensure dynamic and engaging activities within Spectra Smarts and in the Independent Learning Projects.
- To support students to build critical and creative thinking skills through inquiry, observation, and experimentation.
- To prepare written reports for each student, including parent conference reports, injury reports, and references for onward education when applicable.
- To maintain records and documentation of each student's learning and progress in line with the school's assessment policy.
- To provide documentation and to communicate with the Senior Leadership Team, parents and outside specialists if students need further support or assessment.

- To conduct effective parent conferences including preparing detailed assessments of the student's development and providing relevant examples of the student's learning activities.
- To engage with co-teachers through collaboration and discussion of individual students' needs and daily curriculum planning.

Pastoral and Wider School Life

- To be responsible for the pastoral development of a small group of students as a House Tutor, including supporting in the delivery of the IPQ (International Project Qualification).
- To use non-contact time during school hours to prepare for upcoming activities, to participate in team meetings and to be available for cover.
- To interact with students using a positive, supportive, respectful and open-minded attitude, language and tone, and to support and sustain the school's codes of conduct.
- To remain alert at all times on site to the safety and well-being of the students, and on any off-site activities.
- To support students' social and emotional growth.
- To encourage and provide opportunities for parents to participate in classroom experiences.
- To recognise that as role models for young people, one's own personal conduct and the example of behaviour set must be of the highest standards.

Other Duties

- To attend and participate in staff meetings, team meetings, and other meetings as required.
- To maintain regular attendance and punctuality.
- To communicate in a positive, supportive and professional manner with parents (written and verbal) on an ongoing basis.
- To conduct effective project-related events for families including presentations when required.
- To establish and maintain a positive relationship of cooperation and respect with co-workers.
- To contribute to the development of community among staff by having open and constructive communication and to be proactive in feeding ideas and suggestions for school improvement to the relevant responsible persons.
- To maintain an attitude of continuous personal and professional improvement.
- To maintain confidentiality and to model a professional work ethic.
- To represent the broader Charterhouse Asia and Charterhouse Hartamas identity, ethos, and values to parents, staff, and community, and to refrain from public criticism of colleagues and school programmes.
- To attend professional development workshops and trainings including, but not limited to, internal training events, and to engage constructively in systems of professional appraisal and development.
- To perform other duties as necessary and as assigned by the Headteacher to ensure programme compliance and quality services to children and parents.
- To decline, politely, any offers of gifts or hospitality from parents or any other person or persons who have, or who are seeking to have, a relationship with the school community.
- To be familiar with the Staff Handbook and to work within the policies set out there.

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Academic and Professional Qualifications	• A Bachelor's Degree in the subject you wish to teach from a recognised institution. • Qualified teacher status (PGCE, Assessment Only Route, SCITT) or for experienced but uncertified Malaysian teachers a willingness to undertake a professional teaching qualification • Evidence of continuous professional development.
Experience Requirements	• A minimum of 3 years full-time teaching experience. • Significant experience of delivering the A-Level curriculum in your subject. • Experience of curriculum planning and development in your subject. • A track-record of producing excellent A-Level results. • Evidence of outstanding teaching practice. • Experience of working in an international environment is preferred, however not essential. • Experience with being a form tutor for Sixth-Form year groups preferred, however not essential. • Experience with assessing student work and providing feedback against exam board criteria. • Experience in using technology in the classroom and online to maximise student learning experience.
Personal Outlook	• A positive, flexible, 'can do' attitude to professional duties. • A genuine love for your subject, and the desire to instil this in your students. • A clear personal philosophy on education and how this informs your practice. • A genuine interest in progressive, student-centred approaches to pedagogy. • An interest in social enterprise, charity and service learning, and how these can be embedded formally into the curriculum. • A desire to be involved in the life of the school beyond your own classroom and an understanding of the importance of this to student learning • Excellent standards of personal presentation. • An appreciation of the importance of regular attendance and punctuality. • Enjoyment of working in a positive, collaborative team environment with the values of honesty, integrity and mutual support at the core. • An enthusiasm for engaging with diverse cultures tempered only with high levels of patience and adaptability