



Beaconhouse School System, Malaysia

Appointment of

Teacher of English

Sri Inai International School

Job Description

Post Title: **Teacher of English**

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. We follow the IGCSE syllabus and prepare the students for these examinations. The teacher will 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 house 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 girls.

Objectives

- To set and implement high standards of teaching and learning in all areas.
- To ensure all homework and preparation enriches the teaching and is marked to the highest standard
- To ensure all planning and preparation for lessons is completed and suited to the needs of the students
- To ensure that practices improve the quality of care provided, meet the needs and aspirations of all students, and raise standards of achievement.
- To be aware of the academic strengths and weaknesses of students; to liaise with other staff to ensure that relevant background circumstances of students are known and discussed; 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 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.

Skills

- Decision-Making Skills – the ability to solve problems and make decisions.
- Communication Skills – the ability to communicate with a range of staff, students and parents.
- Self-Management Skills – the ability to plan time effectively and to organise oneself well.
- To participate in all aspects of school life, not simply those relating to the subject area.

Strategic Direction and Development

- To be aware of the implications of the University of Cambridge International Education requirements in order to ensure excellence in education.
- 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.
- Analyse and interpret relevant national, local and school data, research and inspection evidence to support the work of the school staff team.
- Take responsibility for creating areas of opportunity within the classroom and the school.

Pastoral Care

- Ensuring the development of activities to promote continuity and progression for all students.
- Ensuring that all students are well prepared for public examinations and other external assessments.
- Evaluating the pastoral care and using this analysis to identify good practice and areas for improvement.
- Ensuring effective development of students' individual and collaborative study skills necessary for them to become more independent in their work.

- Ensuring students to participate as appropriate in the extra-curricular programme and monitoring that participation

Leadership

- Aim to achieve constructive working relationships with students.
- Establishing clear expectations and constructive working relationships with the students, and developing an acceptance of accountability.
- To supervise the smooth running of the classroom.

Efficient and Effective Deployment of Resources

- Ensuring the efficient and effective management and organisation of resources within the classroom.
- To be responsible for the recommendation of resources within budgets agreed with 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.

Duties

- Be responsible to the Principal for the learning, safety, welfare and pastoral care of the students.
- Communicate with other staff regularly on the progress of students.
- Attend Marketing and Admissions events including Open days as directed by the Principal in order to support the promotion of Beaconhouse Sri Inai International School and maintain the growth of the student population.
- Be available for school activities e.g. socials, parents meetings, etc
- Support students in events – e.g. concerts, competitions;
- Ensure you are in school ready for work at 7.30am;
- Ensure registration of all students is completed;
- Work closely with all staff and students to create and maintain a recognisable school ethos;
- Maintain an excellent environment/fabric of the classroom for work;
- Be in school up to two clear working weeks before the 1st term of the academic year and participate in all training and preparation as required;
- Attend weekly staff meetings

- Attend assembly
- Assist with monitoring the prefect team and their effectiveness;
- 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 achievement and attendance
- Ensure all students are accounted for at all times;
- Monitor, student progress across the subject area, working closely with other subject staff to improve student achievements;
- 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 behaviour within the classroom and ensure that school policies and procedures are followed.
- Maintain a visible rewards and sanctions system;
- Ensure all students are suitably rewarded for positive contribution which is implemented through a consistent approach to whole school policy;
- Ensure all students take advantage of the extra-curricular activities and monitor the students use of their non-lesson time;
- Liaise with outside agencies where necessary and appropriate to students;
- Play a part in the transition of students from one key stage to the next
- Participate in regular training as directed by the Principal;
- Carry out any other duties as reasonably required by the Principal

Essential requirements

- Show a real interest in teaching and learning, and be prepared to undertake additional training for CPD
- Have a minimum of 3 years teaching experience
- Evidence of working in an International setting and have experience of the IGCSE secondary curriculum would be an advantage
- Be familiar with enquiry-based or thematic teaching approaches.
- Be willing to participate in the school's extra-curricular programme.
- Have experience in using ICT-rich teaching environments.
- Have relevant teaching degree.

- Show full commitment to school life
- Good and demonstrable organisational skills
- Excellent communication skills along with the ability to listen and understand
- Work to deadlines
- Ability to show empathetic approach
- Ability to work in an enthusiastic manner
- Responsible attitude to work
- Excellent ICT skills
- Manage and prioritise use of time
- Desire for excellence in all areas

Desirable requirements

- Able to recognise and suggest enhancements to existing responsibilities
- Ability to be flexible