**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. |
| **Personal qualities** | * Excellent class management skills * Excellent interpersonal and communication skills * A good team player |
| **Education qualifications** | * A good University degree in the subject content area is required * Recognised teaching qualification such as PGCE |
| **Experience** | * Experience in teaching the Cambridge IGCSE and/ or Cambridge International AS/ A-Levels and/ or IBDP preferred. * Minimum 4 years of teaching experience |
| **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. |