



ST. JOSEPH'S INSTITUTION INTERNATIONAL

Classroom Teacher's Job Description (Secondary School)

Post: Teacher of Spanish

Reporting to: Head of Faculty (Languages)

Commencement: July 2026

Primary Responsibility:

To provide students with a stimulating, challenging and enjoyable learning experience both in and beyond the classroom, and to offer them the encouragement they need to thrive at SJI International.

The ability to offer another teaching discipline will be an advantage.

Specific Responsibilities:

Teaching and learning

- Identify and adopt the most effective active, creative teaching approaches for SJI students in line with current best practice and the ethos of our school
- Work with other members of the Faculty to apply consistent standards in the following: curriculum planning and delivery; formative and summative assessment through classwork, homework and formal examination; standardisation and moderation of the examinations process
- Create a stimulating learning environment, including displays of student work
- Teach across the age and ability ranges from Foundation IGCSE (Grades 7 & 8) through to IGCSE (Grades 9 & 10), to the IB Diploma Programme (Grades 11 & 12) **[IB/A-Level experience is an advantage]**
- Identify and take advantage of opportunities to use resources offered within and beyond Singapore to take learning outside the classroom
- To identify and take advantage of opportunities to demonstrate the application of essential skills beyond the peripheries of the classroom
- Adopt strategies and monitor teaching and learning activities to support individuals with learning needs in line with school policy and the Learning Development Department
- Ensure compliance with all rules regarding health and safety in the classroom
- Set and mark homework regularly in line with school and faculty policy
- Identify and teach study skills/strategies that will develop students' ability to work independently
- Take part in the process and marking of the Extended Essay component of the IB Diploma

Recording and assessment

- Set clear targets for raising achievement
- Collect and record assessment data
- Comply with established systems for identifying, assessing and reviewing student progress
- Develop an understanding of different learning needs and the importance of raising achievement among students

- Attend parent conferences and keep parents informed about their child's progress, both formally through regular assessments and written reports, and informally through effective communication

Standards and quality assurance

- Support the aims and ethos of SJII as a Catholic, Lasallian school
- Support the school's established CASL (Creativity, Activity, Service, Lasallian) program
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training and annual performance review
- Attend team and staff meetings

Other duties and responsibilities

This is essentially a generic Job Specification for Subject Teachers; all teachers at SJI International are also expected to contribute significantly to the service, sport and activity programmes, to accompany school trips and expeditions and to play a full part in the continued development of a thriving school community. Most teachers are also expected to take on the pastoral role of Form Tutor.