

ST JOSEPH'S INSTITUTION INTERNATIONAL



Classroom Teacher's Job Description

Post: Teacher of Geography (Part Time)

Reporting to: Head of Geography

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.

This position is part time and therefore only appropriate for those applicants who will be ordinarily resident in Singapore from January 2018. Applicants based overseas will not be considered.

The projected load for this part time position is 40% of a full time teaching position, likely to be spread over 3 – 4 days. The age range of the classes taught will depend on experience.

Specific Responsibilities:

Teaching and learning

- Identify and adopt the most effective *active, creative* teaching approaches for SJII students in line with current best practice and the ethos of our school **[See T&L Policy]**
- 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* (as appropriate) 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
- Adopt strategies and monitor teaching and learning activities to support individuals with SEN/ESL in line with school and faculty policy
- 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 (enter on SIMS where required)
- 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 via email and the student diary/planner

Standards and quality assurance

- Support the aims and ethos of SJII as a Catholic, Lasallian school

- Support the school's established SMILES values
- 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