

SECONDARY ENGLISH TEACHER JOB DESCRIPTION

LOCATION	British International School Kuala Lumpur
JOB PURPOSE	All teaching staff need to demonstrate the skills and experience necessary to provide educational leadership within their own subject. They play a key part in raising teaching and learning standards through the quality of their own teaching and by supporting the professional development of their colleagues. We want teachers with open minds who are able to embrace and initiate new ideas. All secondary school teachers are expected to support and contribute to the school development plan, commit to and model our values: be kind; be resilient; take risks; act with integrity and to be ambitious.
REPORTING TO	Head of Department
OTHER KEY RELATIONSHIPS	Head of Year
ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY	
<ul style="list-style-type: none"> • Provide a role model for pupils and other staff through their personal and professional conduct. • Take on the role of Form Tutor. • Be highly respected and able to motivate others. • Support the broad aims of the school and of the Senior Management Team. • Promote BSKL in the community; contribute to the admissions and marketing team initiatives • Demonstrate an ability to advise and support other teachers. • Provide clear feedback, good support and sound advice to others. • Share good practice with colleagues. • Provide examples, coaching and training to help others become more effective in their teaching. • When appropriately experienced, help others to evaluate the impact of their teaching on raising students' achievements. • Analyse teaching and understand how improvements can be made. • Have highly developed interpersonal skills which allow them to be effective in schools and situations other than their own. 	
PASTORAL CARE	
<ul style="list-style-type: none"> • Play an active role in the care, wellbeing and safeguarding of all students. • Undertake child protection and safeguarding training relevant to the role. • Proactively act on concerns, reporting immediately using the relevant school procedures. • Demonstrate care, empathy and respect to all students. 	

- Actively support and encourage students to create, develop and maintain healthy friendships.
- Actively support all school systems of recording and reporting concerns regarding student welfare, including child protection and safeguarding.
- Act as a role model to all students.
- Actively participate in the school's House System.
- Attend trips and outdoor educational activities to support students' personal development.
- Model good practice to students, promoting the values as set out in the NAE code of conduct.
- Consistently apply NAE & school policies, in particular the positive behaviour policy.
- Any other tasks or practices as reasonably directed by the HoD, HoY or SLT.
- Perform all form tutor duties as directed by the relevant HoY or SLT member.
- Deliver the school's PSHE curriculum (My World): planning and collaborating with fellow tutors and HoY as necessary.
- Take the lead in mentoring the academic progress of students in their tutor group via the Academic Mentoring programme.
- Play an active and encouraging role in the transition and admission of new students to the school.
- Support, monitor and guide new students during arrival to the school.
- Consistently communicate with parents, acting as the first point of contact.
- Monitor student attendance, punctuality and progress using school systems including the school's management information system.
- Encourage students to have high standards in dress, attitude and behaviour.
- Read and advise on written reports for the form group before publishing to parents.
- Support the HoY in writing relevant references for students.
- Any other tasks or practices as reasonably directed by the HoY or SLT

LEARNING AND TEACHING

- Demonstrate an excellent ability to teach, manage pupils and maintain discipline.
- Ensure lessons are engaging and challenging for all ability levels.
- Understand and use the most effective teaching methods to achieve the teaching objectives in hand.
- Display flair and creativity in engaging, enthusing and challenging groups of pupils.
- Use questioning and explanation skilfully to secure maximum progress.
- Quickly understand students' perceptions and misconceptions from their questions and responses.
- Develop students' literacy, numeracy and IT skills as appropriate within their phase and context.
- Provide positive and targeted support for pupils who have special educational needs, are very able, are from ethnic minorities, lack confidence, have behavioural difficulties or are disaffected.
- Be aware of which pupils are on the Be Ambitious register, or are highly able – and provide an appropriate level of challenge for these pupils.
- Maintain respect and discipline and be consistent and fair.

PLANNING AND PREPARATION

- Demonstrate an excellent ability to plan.

- Prepare lessons and sequences of lessons with clear objectives to ensure successful learning by all pupils.
- Set consistently high expectations for pupils in their class and homework.
- Plan their teaching to ensure it builds on the current and previous achievement of pupils.

PROFESSIONAL AND PERSONAL DEVELOPMENT

- Keep up-to-date in their subject(s) and/or specialism(s).
- Improve teaching through evaluating own practice in relation to pupils' progress, school targets and inspection evidence.
- Seek CPD opportunities and take responsibility for development with support from the Head of Department.

SAFEGUARDING

- Play an active role in the care, wellbeing and safeguarding of all students.
- Ensure that pupils feel safe and secure within the school environment.
- Undertake child protection and safeguarding training relevant to the role.
- Ensure that all incidents (or concerns) and actions (including communications) are logged onto CPOMs.
- Develop and implement systems which encourage pupils to:
 1. Be healthy
 2. Stay safe
 3. Attend and enjoy The British International School Kuala Lumpur
 4. Make a positive contribution to the school and wider community
 5. Achieve academically
 6. Achieve economic well being
- Develop and implement systems that support and provide pupils with opportunities to seek help or advice from their peers or from appropriate adults.
- Proactively act on concerns, reporting immediately using the relevant school procedures.
- Contribute to safe and supportive school culture, climate and environment.

OTHER

- Qualified teacher with experience teaching in an international environment
- Hold a current Enhanced Criminal Records Bureau Disclosure for all countries lived in
- Compliance with visa requirements for working in Malaysia.
- A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required.

PERSONAL SPECIFICATIONS

- The ability to integrate technology into the classroom experience to enhance and extend the learning of students
- Successfully teach students using technology in a virtual/hybrid environment
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Results orientated with the ability to consistently map efforts against identified KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.

PERSONAL ATTRIBUTES

As our teammate, here's what we expect:

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

CREATE YOUR FUTURE

We're [Nord Anglia Education](#), the world's largest premium international schools organisation. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions. We aim to create an environment where colleagues are welcomed and are able to bring talents, skills, background and experiences to their roles in an open and inclusive workplace where people from all backgrounds work together with dignity and respect.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.