ST JOSEPH'S INSTITUTION INTERNATIONAL

Classroom Teacher's Job Description

Post: Teacher of 1st language Thai (Part-time)

Reporting to: Coordinator of Mother Tongue Languages

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.

Please note this position is to work with very small groups or individuals to pursue Thai at a **First Language level** (students may have a lower level of ability in reading and / or writing). Initially, we are seeking a teacher able to teach during the school day for approximately a 0.15 load. However, we envisage in time this role may well expand further.

As this position is part time, only candidates ordinarily resident in Singapore from January 2018 will be considered.

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 Home Language team 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 ranges* from Foundation IGCSE (Grades 7 & 8) through to IGCSE (Grades 9 & 10), to the IB Diploma Programme (Grades 11 & 12) **[IB 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 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 where needed

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
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training and annual performance review
- Attend team and staff meetings (where appropriate)