

JOB DESCRIPTION

Job Title:	Part time English Enhancement Programme Teacher		
Reporting To:	EEP Coordinator		
Effective starting from:	August 2019 or as of when required	To:	As of when required (termly contract)

About the Role

The part time EEP teacher is responsible for the teaching and learning process of SJIM's students who are required to go through the school's English Enhancement Programme in order to improve their proficiency in the English language. The teacher recruited to facilitate this programme reports to the EEP Coordinator on all aspects of the role, its deliverables and measured outcomes.

Primary Purpose:

- To teach the pupils assigned to your class within the school and carry out duties as required by the EEP Coordinator
- To promote the Lasallian Mission and Core Values of SJII Malaysia
- Ensure that planning, preparation, teaching, recording, assessment and reports meet the expectations of the programme
- Demonstrate thorough curriculum knowledge
- Demonstrate a proactive approach towards professional development

Specific Duties and Responsibilities:

1. Teaching and Learning

- Ensure effective teaching and management of classes, groups and individuals so that objectives are met and the best use is made of teaching time
- Use teaching methods which will engage and stimulate pupils' learning including the use of effective questioning, clear presentation and effective use of resources
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of behavior according to the school's policy

2. Planning Expectations

- Identify clear teaching objectives, content and sequences of lessons appropriate to the educational needs of the pupils
- Ensure that planning shows a clear understanding of the programme outcomes and expectations and leads to progression within lessons and over sequences of lessons

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3. Assessment and Reporting

- To assess pupils' achievements and progress in accordance with agreed policies and procedures
- To evaluate how well learning objectives are/have been achieved and adapt future teaching and learning accordingly
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, providing focus for pupils' progress to ensure they meet the overall learning outcomes of the programme

4. Relations with Parents and the wider community

- Prepare and present informative reports to parents in a professional manner
- Facilitate parental engagement by ensuring Home Learning tasks detail how parents can assist their children

5. Managing and Developing Relations within the School

- Interact on a professional level with academic and administrative colleagues to establish productive working relationships
- To contribute to meetings, discussions and systems to facilitate the smooth running of the programme

6. Managing Resources

- Select appropriate resources to support learners in achieving learning outcomes
- Ensure resources are stored appropriately both within classrooms and shared resource areas

7. Managing own performance and professional development:

- Understand their professional responsibilities in relation to school policies and procedures
- Reflect on their own teaching critically and use this to improve their teaching in class

8. Other

- Act as a role model to the pupils they teach in their personal presentation and conduct
- To meet statutory responsibilities and company policies with regard to Health and Safety
- Any related duties considered necessary as allocated by the EAL Coordinator

Skills and Qualifications:

- A Master/Bachelor's Degree in English or any other related field or teaching qualifications
- Preferably minimum 3 years' experience in teaching English as a Second Language/Foreign Language with knowledge in phonics approach.
- Candidates with TESL/TEFL qualifications will have an added advantage