

**St Joseph's Institution International Malaysia**  
**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Part Time Art Teacher</b>		
<b>Reporting To:</b>	<b>Head of Department</b>		
<b>Effective starting from:</b>	<b>August 2020</b>	<b>To:</b>	

**Primary Purpose:**

To teach pupils assigned to your class within the school and carry out duties as required by the Head of Department

To promote the Lasallian Mission and Core Values of SJII Malaysia

Ensure that planning, preparation, recording, assessment and reports meet the expectations of the school

To actively contribute to wider school development and growth

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, progress and challenge are maintained and the best use is made of teaching time

Use teaching methods, which will engage and stimulate pupils' intellectual curiosity 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 behaviour

Management through focused teaching and create positive and productive relationships in accordance with the rules

and behaviour policy of the school

**2. Planning Expectations**

Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the pupils

Set appropriate, yet challenging expectations for pupils' learning, building on prior attainment

Identify pupils who may require additional support and know where to get help in order to give positive and targeted support

Ensure that planning shows a clear understanding of the Year group 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  
Implement AfL 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 individual and Year group targets

**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  
Prepare presentations for parental groups as required

**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 school  
Supervise of the work of teaching assistants and participate in their professional development

**6. Managing Resources**

Select appropriate resources to support learners in achieving teaching objectives  
Select resources to add practical activities and create interest for learners  
Ensure resources are stored appropriately both within classrooms and shared resource areas

**7. Managing own performance and professional development:**

Understand the need to take responsibility for their own professional development  
Keep up to date with research and developments in pedagogy as relevant to their curriculum team and Phase  
Understand their professional responsibilities in relation to school policies and procedures  
Make the most of PD opportunities provided  
Reflect on their own teaching critically and use this to improve their teaching

**Other**

Experience in IGCSE Art Teacher  
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  
To promote and adhere to the Lasallian Mission and Core Values of SJII Malaysia

**OTHER CONDITIONS**

Any other duties considered necessary as allocated by the Head of School