

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

<b>Job Title:</b>	<b>English/EAL Teacher</b>		
<b>Reporting To:</b>	<b>Head of Department</b>		
<b>Effective starting from:</b>	<b>August 2021</b>	<b>To:</b>	<b>TBA</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

- ☐ 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