



St. Joseph's Institution International School

JOB DESCRIPTION

Job Title:	ES Support /Cover Teacher
Reporting To:	Assistant Principals, Heads of Year, and Subject Leaders

Primary Purpose:

- To teach pupils assigned to you during the absence and non-contact time of class teachers, and carry out duties as required by the Head of the Elementary School (ES) and the Assistant Principals (Academic and Pastoral).
- To teach in the classes of the Heads of Year, Subject Leaders and Class Teachers who are absent from work from Nursery through to Year 6.
- Support pupils identified by class teachers with intervention programmes
- To promote the Lasallian Mission and Core Values of SJIS Malaysia
- Ensure that planning, preparation, recording, and assessment meet the expectations of the school
- To actively contribute to wider school development and growth
- Demonstrate thorough curriculum knowledge.

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 that will engage 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 creating positive and productive relationships in accordance with the rules and behaviour policy of the school

2. Planning Expectations

- Where the absence is planned, liaise with the class teacher to deliver planned learning activities
- Where the absence is unplanned, follow the planning delivered by the HOY and adapt to the needs of the students
- Plan support activities to meet the needs of the pupils as identified by the class teachers.
- Ensure objectives are relevant and challenging

3. Assessment and Reporting

- To assess pupils' achievements and progress in accordance with agreed policies and procedures
- To provide feedback and mark all work delivered during the teacher's absence



St. Joseph's Institution International School

JOB DESCRIPTION

4. Managing and Developing Relations within the School

- Interact on a professional level with academic and administrative colleagues to establish productive working relationships

5. Managing Resources

- Select appropriate resources to support learners in achieving teaching objectives
- Select resources to add practical activities and create interest for learners

6. Managing own performance and 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 the CPD opportunities provided
- Reflect on their teaching critically and use this to improve their teaching

7. 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 Safeguarding, Health and Safety
- To promote and adhere to the Lasallian Mission and Core Values of SJIS Malaysia

OTHER CONDITIONS

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside the UK
- Any other duties considered necessary, as allocated by the Head of ES and Assistant Principals (Academic and Pastoral).



St. Joseph's Institution International School

JOB DESCRIPTION

PERSON SPECIFICATIONS:

Qualifications/Training
<ul style="list-style-type: none"> • Detailed knowledge of the relevant aspects of the UK National Curriculum • Evidence of active participation in CPD • Teaching degree or qualification
Experience/Knowledge
<ul style="list-style-type: none"> • Minimum of one year of teaching experience • Experience of integrating the use of iPads and other IT devices into learning • Detailed understanding of EAL strategies to assess needs & inform planning • Adapts teaching to respond to the strengths and needs of all pupils • Has high expectations which inspire, motivate, and challenge pupils • Proven track record of ensuring good progress and outcomes for pupils • Can demonstrate a commitment to developing all aspects of school life • Creativity in teaching a topic-based curriculum in an international setting • Ability to use IT to engage pupils effectively • Ability to create a positive, challenging learning environment • Evidence of good teaching • Evidence of good classroom management skills
Personal Attributes
<ul style="list-style-type: none"> • A high level of personal integrity • Excellent organisational and time-management skills • Demonstrates an attention to detail • Demonstrates a strong work ethic • Demonstrates respect to students, colleagues and parents • Demonstrates strong communication skills • Ability to work independently • Continually strives for improvement • Sense of humour • Adaptability