



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 SJIIS 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



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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 SJIIS 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).



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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