



St. Joseph's Institution International School

POSITION DESCRIPTION

Job Title:	<i>EAL Teacher (Maternity Cover)</i>		
Reporting To:	<i>Head of EAL Department</i>		
Effective starting from:	<i>21 September 2026</i>	To:	<i>10 December 2026</i>

Primary Purpose: The EAL teacher's primary responsibility is to ensure the high quality delivery lessons to students in the EAL programme, teaching from Year 7 to IGCSE

Position in Context: The EAL teacher is responsible to the Head of EAL and will be part of the EAL department.

Personal Specifications:

- Emotional and social intelligence
- Decision making and problem-solving skills
- Excellent communication
- Excellent organisational and time management skills
- Ability to work collaboratively with staff, students, parents, administrative staff and the SLT
- Excellent organizational and time management skills
- Diligence

Major Activities

1. Teaching and Learning
2. Planning
3. Assessment and reporting
4. Managing own performance and professional development
5. Managing and developing relationships within the school
6. Building and maintaining relationships with parents and the wider community
7. Managing resources
8. Other activities

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



St. Joseph's Institution International School

POSITION DESCRIPTION

teaching time, including supporting Key Stage 4 students as they prepare for Cambridge IGCSE English as a Second Language

- 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

- 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 lesson

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

- Enter data and prepare reports as appropriate.
- Respond to parents queries relating to the progress of their child.

5. 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
- Any other duties considered necessary as allocated by the Head of School