St Joseph's Institution International School
POSITION DESCRIPTION

Job Title:	ES Cover Teacher		
Reporting To:	Assistant Principal - Academic		
Effective starting from:	1st August 2027	To:	31st July 2029

Primary Purpose

- To provide high-quality teaching and learning across Nursery to Year 6, ensuring continuity of learning during periods of planned and unplanned teacher absence and non-contact time.
- 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.
- To deliver engaging, purposeful and appropriately differentiated learning experiences that maintain pupil progress and support positive learning outcomes.
- To deliver targeted intervention and additional learning support for pupils, as directed by class teachers and school leaders.
- 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.
- Demonstrate the flexibility and adaptability required to work effectively across different phases, year groups, subjects and learning environments.

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.
- Quickly establish positive relationships with pupils and adapt teaching approaches to meet the needs of different classes and individuals.
- Maintain consistent expectations for pupil behaviour, engagement and learning across all year groups and phases.

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 Head of Year 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.
- Take responsibility for adapting provided planning and resources where necessary to ensure learning activities remain engaging, purposeful and appropriate to pupils' needs.

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.
- Provide clear and timely feedback to class teachers regarding pupil engagement, behaviour, learning outcomes and any significant issues arising during their absence.
- Ensure that relevant information is recorded and communicated to support continuity of learning.

4. Managing and Developing Relations within the School

- Interact on a professional level with academic and administrative colleagues to establish productive working relationships.
- Build positive and professional relationships with pupils, colleagues and parents across the Elementary School community.
- Work collaboratively with class teachers, Heads of Year, Subject Leaders and other support staff to ensure a consistent approach to teaching, learning and pupil support.

5. Managing Resources

- Select appropriate resources to support learners in achieving teaching objectives.
- Select resources to add practical activities and create interest for learners.
- Make effective use of available technology and digital resources to enhance teaching and learning.

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.
- Demonstrate a proactive approach to professional development and apply new learning to improve teaching practice.

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.
- Take responsibility for the safety, wellbeing and pastoral needs of pupils throughout the school day, following established safeguarding, health and safety and behaviour procedures.
- Demonstrate flexibility, resilience and initiative when responding to changing daily priorities and the operational needs of the Elementary School.

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).

Person Specification
Qualifications / Training

- Teaching degree or qualification.
- Detailed knowledge of the relevant aspects of the UK National Curriculum.
- Evidence of active participation in CPD.

Experience / Knowledge

- At least one year of successful teaching experience.
- Experience of integrating the use of iPads and other IT devices into learning.
- Detailed understanding of EAL strategies to assess needs and 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.
- Experience of teaching across different primary phases or year groups.
- Experience of delivering targeted interventions for individuals and small groups.
- Ability to adapt confidently to unfamiliar teaching environments, curriculum plans and pupil needs.