



# St Joseph's Institution International Malaysia

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Class Teacher</b>
<b>Reporting To:</b>	<b>Elementary School Assistant Principals, Head of Year</b>
<b>Direct Reports:</b>	<b>Learning Support Assistants</b>

### **Primary Purpose:**

- To teach pupils assigned to your class/classes within the school and carry out duties as required by the Elementary School Leadership Team.
- 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.
- 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 students 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. Planning should be well-developed and inclusive, to meet the needs of different student groups, such as those with SEND or EAL.

#### **3. Assessment and Reporting**

- To assess pupil's 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/or written feedback, providing focus for pupils' progress to ensure they meet individual targets and age related expectations.

#### **4. Relations with Parents and the wider community**

- Prepare and present informative reports to parents in a professional manner.



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- Facilitate parental engagement by ensuring home learning tasks that detail how parents can assist their children.
  - Prepare presentations for parental groups as required.
  - Engage effectively in parent teacher conferences.
  - Maintain effective lines of communication with parents, using the appropriate school systems.
- 5. Managing and Developing Relations within the School**
- Interact in a positive and professional manner with academic and administrative colleagues to establish productive working relationships.
  - Work and plan collaboratively within the year group team.
  - To contribute to meetings, discussions and systems to facilitate the smooth running of the school.
  - Supervise the work of teaching assistants and participate in their professional development.
- 6. Managing Resources**
- Select and create appropriate resources to support learners in achieving objectives.
  - Select resources to add practical activities and create interest for learners.
  - Ensure resources are stored appropriately both within classrooms and shared resource areas.
  - Use available technology effectively to support learners and enhance the learning experience.
- 7. Managing own performance and professional development**
- Take responsibility for professional development.
  - Keep up to date with research and developments in pedagogy as relevant to their curriculum team and Phase.
  - Understand professional responsibilities in relation to school policies and procedures.
  - Make the most of PD opportunities provided.
  - Reflect critically on teaching practices and use this to improve teaching.
- 8. Other**
- Act as a role model to the pupils in character, personal presentation and conduct.
  - To meet statutory responsibilities and comply with school policies with regard to health and safety and professional conduct.
  - To promote and adhere to the Lasallian Mission and Core Values of SJII Malaysia.
  - To keep Safeguarding at the forefront of all that you do.

#### **Other Conditions:**

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for all countries lived in
- Any other duties considered necessary as allocated by the Deputy or Assistant Principals.
- Contribute to the Co-curricular programme.



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**Personal Specifications**

<b>Qualifications/Training</b>
Detailed knowledge of the relevant aspects of English National Curriculum
Evidence of active participation in CPD
Teaching degree or qualification with QTS
<b>Experience / Knowledge</b>
Minimum of three years teaching experience
Experience of integrating the use of iPads and other IT devices and platforms into learning
Detailed understanding of AfL strategies to assess needs & inform planning
Adapts teaching to respond to the strengths and needs of all pupils
Have high expectations which inspire, motivate and challenge pupils
Experience of providing effective teaching and learning for EAL and SEN pupils
Proven track record of ensuring good progress and outcomes for pupils
Knowledge and understanding of the English National Curriculum
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 effectively engage pupils
Ability to create a positive, challenging learning environment
Evidence of good, or outstanding teaching
Evidence of good classroom management skills
<b>Personal Attributes</b>
A high level of personal integrity
Excellent organisational and time-management skills
Demonstrate an attention to detail
Demonstrate a strong work ethic
Demonstrate respect for students, colleagues and parents
Proactive and able to manage others to ensure deadlines are achieved
Self-motivated and enthusiastic approach to responsibilities
Ability to work both independently and collaboratively
Continually strive for improvement
Sense of humour
Adaptability