



Teacher

Reports to: Head of Department / Head of Primary

Key Relationships: Students
Parents
Teaching Assistants
Technicians

Key Responsibilities

Teaching and Learning

- To plan and prepare lessons;
- To teach, according to their educational need, assigned students, setting high expectations for all;
- To set and mark students' work, including examinations;
- To assess, record and report on the development, progress and attainment of students;
- To give feedback to students which will help them to make good progress;
- To adapt lesson planning to feedback received from students and their work;

Reporting and Assessing

- To provide regular reports and grades for students in line with the School's cycle;
- To identify and raise students of concern;
- To attend parent-teacher meetings and provide oral reports to parents;
- To provide references for students, as requested;
- To assess and report on prospective students, as requested;
- To prepare examinations and tests for students, including common examinations and tests;

Other Duties

- To take register as required in a timely fashion, and to alert a senior member of staff when concerned about the whereabouts of a student;
- To ensure the classroom is presented as a vibrant and positive space for learning;
- To promote the wellbeing of individual students and all assigned classes;
- To promote good behaviour amongst students;
- To act upon any concerns about students' wellbeing, alerting the safeguarding team where necessary, and to ensure appropriate records are kept;
- To communicate and consult with the parents of students;
- To accompany students on school visits and trips;
- To supervise students and student activities, as required;
- To lead two extra-curricular activities weekly;



- To play a role in marketing the School to prospective students and parents;
- To cover lessons for absent teachers as required;

Primary School

- To take primary responsibility for a class of students and work in close partnership with the year group team;
- To work closely with the class teaching assistant;
- To attend and contribute to weekly staff meetings and attend whole school and other meetings as required;
- To take the role of a subject co-ordinator and contribute to school development plans and schemes of work as required;

Secondary School

- To attend and contribute to department meetings and other staff meetings, as required;
- To contribute to department development plans and schemes of work, and to undertake tasks as delegated by the Head of Department;
- To act as a mentor or Sixth Form Tutor for a group of students, providing guidance and advice on education, careers and social matters and leading PSHE lessons;

Professional Development

- To continue to develop professional skills, through CPD, further reading, etc.;
- To participate in the School's focused development programme and performance management annually;
- To take part in CPD initiatives run by the School, e.g. observation fortnight.

Personal Characteristics and Skills

- An excellent, reflective classroom practitioner, with a desire to continually improve teaching practice;
- Reflective practitioner, with a desire to continually improve teaching practice;
- Up-to-date knowledge and understanding of practices, trends and issues in education;
- An ability to get the best out of young people;
- Strong team member, who actively builds and promotes trust and openness;
- Good communication skills, both verbally and written;
- Excellent organisational and administrative skills;
- An enthusiastic, self-motivated and flexible approach;
- The ability to take the initiative;
- High degree of ICT literacy;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.



Qualifications and experience

Requirement	Essential	Desirable
University degree in relevant subject	✓	
Teaching qualification		✓
Two years' teaching experience		✓

Kolej Tuanku Ja'afar is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.