



**WESLEY METHODIST SCHOOL  
KUALA LUMPUR  
(PRIVATE)**

## **WESLEY METHODIST SCHOOL KUALA LUMPUR (PRIVATE)**

This position of secondary school teacher consists of instructing students in one or more subjects and supporting school in planning and implementing effective school improvement strategies, liaising with parents, staff, and other relevant areas.

### **JOB DESCRIPTION**

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#### **1. Teaching and class management**

- a. Ensure the effective teaching of classes and individuals so that learning objectives are met and best use is made of available teaching time
- b. Establish and maintain a purposeful and stimulating working atmosphere
- c. Set high expectations of students' behaviour through well-focused teaching and consistent application of the school system and policies
- d. Use teaching methods which sustain the momentum of students' work and keep all students engaged through
  - i. Matching the approaches used to the subject matter and students
  - ii. Clear structure and presentation content
  - iii. Effective use of resources and time
  - iv. Providing opportunities for students to consolidate their knowledge and skills, both in the classroom and the setting of well-focused homework
  - v. Integration of technology in teaching and learning
- e. Implement and maintain records on individual education plans and report progress and concerns as required (Scheme of Work, Lesson Plans, Record of Teaching and Learning materials)
- f. Create, record and distribute meaningful educational content (notes, summaries, assignments, projects, presentations)

## **2. Assessment, Recording and Reporting**

- a.** Mark and monitor students 'classwork and homework as required by subject and school policies
- b.** Assess and record student progress as required by subject and school policies, including standardized tests and baseline assessment where relevant
- c.** Maintain accurate and complete students 'progress and provide grades and feedback
- d.** Participate in appropriate meetings and collaborate with colleagues and other stakeholders
- e.** Manage and maintain records of special duties as assigned by Principal

## **3. Others**

- a.** Act as teacher as required and follow routines and procedures outlines in Teacher's Handbook
- b.** Participate in curriculum, pastoral, administration and organization meetings
- c.** Contribute to the work of curriculum and pastoral departments
- d.** Take responsibility for own professional development and keep up-to-date with research and development in own subject and curriculum area
- e.** Cover for absent colleagues in accordance with school policy
- f.** Participate in internal, public and external examination arrangements (if any)
- g.** Participate in all school/Council of Education promotional efforts and events, seminars and conferences
- h.** Implement school policies consistently and follow the procedure outlined in the Teacher's Handbook
- i.** Carry out any other responsibilities compatible with the role of this post.

## REQUIREMENTS

<b>Qualifications</b>	Qualified teacher status Preferable candidate with relevant bachelor's degree
<b>Experience</b>	Teaching across the full age and ability range Organizing and developing resources
<b>Knowledge</b>	National curriculum Examinations board requirements Strategies for raising achievement and motivating students
<b>Skills and Competencies</b>	<p>Relevant set of professional standards that will improve educational outcomes for students. High level of commitment to increasing opportunities for young people Excellent communication and interpersonal skills Team player Excellent communication skills. The ability to:</p> <ul style="list-style-type: none"> <li>● Evaluate one's performance</li> <li>● Safeguard and promote the welfare of all students</li> <li>● Create and maintain a purposeful and orderly environment for the students</li> <li>● Meet deadlines</li> </ul> <p>A commitment to promoting the equality of opportunity in a diverse and multi-ethnic community A commitment to lifelong learning and the promotion of the school as the focal point of community progress</p>