



## **BAHASA MELAYU TEACHER**

JERUDONG INTERNATIONAL SCHOOL invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the following position:

### **Bahasa Melayu Teacher (Senior School)**

The successful applicant will teach Bahasa Melayu in the Senior School (ages 11 – 16). The Bahasa Melayu is a first language programme that follows the SPN21 curriculum leading to Brunei-Cambridge GCE O Level. The candidate will be expected to work collaboratively in a team of Bahasa Melayu teachers to deliver curriculum, maintain and develop teaching resources.

#### **Requirements:**

- Must possess a teaching degree in Bahasa Melayu from a recognised university
- Experience teaching Bahasa Melayu at BGCE O Level is mandatory
- Strong ICT skills and a proven ability to use technology to support learning
- Preferable to have experience in teaching mixed ability groups
- Excellent interpersonal skills
- Good command of spoken and written English
- Knowledge and skills in communicative teaching methodology
- Knowledge of the SPN21 curriculum

To apply, please complete the Application Form to be found in the Employment Section on the school website ([www.jis.edu.bn](http://www.jis.edu.bn)), where you will also find further details of the post. Please ensure that you state your expected salary in your letter of application, your CV includes a recent photo and full contact details (including email address) of two professional referees.

**Closing Date: Friday, 25<sup>th</sup> November 2019**

#### ***Safeguarding***

*JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful candidates must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.*



## **JOB DESCRIPTION**

**Accountable to** : Head of Asian Languages Faculty

### **SALARY**

The salary is calculated according to experience and qualifications, based on the JIS Teaching Scale.

### **REQUIREMENTS**

We are looking for a teacher of Bahasa Melayu to work collaboratively with a team of Bahasa Melayu teachers to deliver the Bahasa Melayu curriculum, maintain and develop teaching resources. Bahasa Melayu is a first language programme that follows the SPN21 curriculum leading to Brunei-Cambridge GCE O Level. This post is accountable to the Head of Asian Languages.

### **SPECIFIC RESPONSIBILITIES**

The candidate will be expected to teach the Bahasa Melayu programmes. The candidate will be expected to work as part of a team of Bahasa Melayu teachers led by the Head of Bahasa Melayu.

The candidate will also be expected to undertake co-curricular responsibilities in addition to their classroom teaching.

### **General Statement of Responsibilities**

#### **Mission**

At JIS, we challenge ourselves, respect others and inspire positive change. We achieve excellence in every aspect of the school by focusing school improvement in four key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

**Challenge:** We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.



**Respect** Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

**Inspire:** We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all teachers to demonstrate these values themselves, with colleagues and with the students.

### **Classroom Responsibilities**

Provision of learning opportunities for every student relative to her/his needs, abilities and stage of development, by teaching a programme that gives each student the opportunity to experience success, and which challenges each student achieve their full potential.

Establishment of effective and positive relationships with students based on mutual respect, recognising the individuality of each student and affirming their cultural identity.

Provision of a safe, effective, challenging learning environment and an attractive and welcoming classroom. Contributing to other display areas around the school.

### **Planning, Curriculum Delivery and Organisational Responsibilities**

Preparation of teaching plans in accordance with school policy, updating plans regularly storing updated versions in the appropriate place on the school's electronic system; plans should show evidence of differentiation for the different abilities of the children.

Developing and managing classroom resources; supporting Heads of Faculty/Heads of Department/Subject Coordinators/Phase leaders in buying new resources to improve provision.

Teaching subjects using the Jerudong International School curriculum in accordance with the school's policy.

Marking and evaluating students' work following the school's marking policy. Feeding back to children and parents as appropriate.

Recording results and completing reports on student achievement following the school's assessment timeline and keeping within deadlines set.

Working in teams to moderate assessments, providing feedback either written or verbal as needed.



Working together in year group teams to plan trips and other activities such as assemblies to enrich the children's educational experience.

Attending meetings and making positive contributions at these meetings; contributing to the school development plan.

### **Professional development**

Showing initiative and being proactive in keeping abreast of teaching and educational developments and sharing enthusiasm and resources with other teachers, attending teacher development programmes, participating in in-service courses (as funding permits) and attending professional meetings; participating in the Professional Review and Development Process.

### **General Contributions to School Life**

Supporting the wider educational and cultural life of the school; leading by example in supporting standards expected of students; performing the pastoral duties of a teacher and tutor; participating in a minimum of 2 extra-curricular activities per week; taking responsibility for the safety of students through supervision duties; supporting school and community programmes, volunteering to support whole school community events. Being a good role model for students; showing respect for peers and commitment to teaching. Being fully involved in and supportive of all aspects of school life both inside and outside the classroom.

### **Community Responsibilities**

Reporting to parents through written reports and parent's evenings on the progress and development of students in the teacher's care. Being available to meet parents on a more informal basis and providing information for them indirectly through the administration and/or counseling staff.

### **Accountability through Professional Review and Development**

All staff will participate in Professional Review and Development which involves setting professional targets in line with school priorities. The process for PRD sees that all staff meet annually with Head of Faculty and Housemaster/mistress or Phase leader to set academic and pastoral targets. Staff are also expected to set a personal professional growth target related to their teaching. The purpose of PRD is to assist staff to identify professional development needs and to help staff to focus their energy on the goals and objectives stated in the JIS strategic plan and other JIS planning documents.



## **WIDER RESPONSIBILITIES**

JIS is a busy environment to which every member of the team contributes wholeheartedly. There are high expectations inside and outside the classroom. This is not a school where the car park clears when the bell goes at the end of the last lesson. The rewards are significant but potential members of the team need to be prepared to throw themselves into a lifestyle with school at the centre. JIS provides holistic education to the students, so this requires a commitment from staff to contribute both in and out of the classroom and to the wide range of community events that take place across the school year.

## **BOARDING**

Between 200-250 students in the Senior School (Year 7-13) are full or weekly boarders. An understanding of the ethos of what boarding entails and the importance of it within the school would be looked upon favourably.

There is a full weekend sporting and activity programme as well as regular events that take place within the boarding community. These activities and events are an important part of the rich tapestry of life at JIS and all staff are expected to contribute to the successful running of the Boarding Houses.

## **CO-CURRICULAR ACTIVITIES**

Our artistic performances are world class. There are fabulous opportunities to explore the worlds of Art, Drama, Dance and Music with our students. Assistance and even performance from staff plays a vital role in enriching the students' experience at JIS.

Coaching and officiating, particularly in these key sporting areas is paramount to the success of our sporting opportunities:

- Netball
- Football
- Rugby
- Basketball
- Athletics
- Swimming
- Gymnastics
- Badminton

Support for the very successful International Award (DofE) scheme is encouraged as well as running school excursions and trips.



## **LIFELONG LEARNING**

Our community strives to be self-evaluating and self-improving. We run an exceptionally innovative programme of ongoing Professional Development. We rely on members of our team to be problem solving self-starters who contribute to making us all better learners. Potential to help colleagues improve and a willingness to improve one's own practice is an essential attribute of JIS Staff.

*For suitable candidates, a Head of Subject post maybe available.*

### **JOB DESCRIPTION - HEAD OF BAHASA MELAYU**

**Accountable to** : Head of Asian Languages

The Head of Bahasa Melayu is responsible to the Head of Asian Languages for all aspects of teaching and learning within the Bahasa Melayu department for both the junior and senior school. Bahasa Melayu is a first language programme that follows the SPN21 curriculum leading to Brunei-Cambridge GCE O Level.

The responsibilities of the Head of Bahasa Melayu includes:

- Lead, manage and monitor the work and professionalism of Bahasa Melayu teachers.
- Provide support to Bahasa Melayu teachers/induction of new staff
- Set and monitor appropriate targets for Bahasa Melayu department and teachers through professional Review and Development with the Head of Faculty
- Carry out administrative tasks such as exam entries
- Develop collaboration and good rapport with the Brunei Ministry of Education and government school
- Develop teachers' pedagogical repertoire in line with JIS expectations
- Co-ordinate exams in Junior, Middle and Upper School
- Manage the setting and vetting of assessment (including formative)
- Conduct annual exam review and analyse exam results
- Tracking of summative assessments data
- Monitor the setting, submission and assessment of homework
- Conduct consistent Bahasa Melayu book/file scrutiny
- Organise and monitor regular meetings (department and level coordinator)
- Plan and organise field trips for Bahasa Melayu department
- Consistently review and develop thematic schemes of work for the Bahasa Melayu programme to ensure suitability for JIS students



- Infuse Malay Islam Beraja (MIB) in the teaching of Bahasa Melayu across junior and senior school
- Perform students' feedback on teaching & learning and assessment