



## BAHASA MELAYU TEACHER (PART TIME)

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.

You will need to have a passion for being fully committed to making learning magical, providing individualised pastoral care for every student and a varied and genuinely rewarding enrichment curriculum. Previous overseas experience is not essential. However, the desire to work in a genuinely international community is.

Jerudong International School students motto is “**Togetherness and Community: Embracing Individuality and Unity.**” Central to this is our Polio Points reward system. Year 7 to 13 students are challenged to act in a way that goes beyond what we would normally ask of them to do. The reward system is based on our six student aims of Leadership, Resilience, Communication, Thinking, Engagement and Integration. They are then rewarded with a Polio Point (as part of the international End Polio movement) which directly contributes to a donation to UNICEF.

This ethos is integrated fully into our journey towards becoming a truly sustainable school community and the goal of becoming a [Green Flag Eco-School](#). Our aim is to ensure that in every area of the school we try to think more carefully about the impact that we are having on our own local community and in the world around us. Beyond this, we encourage the students to think beyond the school campus and look at how their actions can have global effects. The [Sustainable Development Goals](#) is a blueprint to achieve a more equitable, peaceful and sustainable world for everyone. The school aims to inspire our students to be socially responsible, global citizens equipped to deal with the challenges of the 21st century. We believe that this image above encapsulates our focus for every student and teacher in the Senior School.

### Application Process

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. Professional references must include the applicant's current and most recent employer with their professional email addresses. We will not accept personal email addresses unless there are extenuating circumstances.

You will also need to upload an up-to-date CV with a recent photo and a letter of application outlining your suitability for the post. CVs sent to the school without an accompanying application form will not be accepted. Applicants submitting an incomplete application form will not be shortlisted.

The closing date for applications is **Friday, 22<sup>nd</sup> September 2023** although early applications would be most appreciated.

Applicants who have not been contacted by **Monday, 9<sup>th</sup> October 2023**, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the School for their interest.



The successful applicant must be available to commence employment in **October 2023**.

### **Jerudong International School (Brunei)**

- One of the leading International Schools in Asia; situated in Brunei, on the tropical island of Borneo.
- Independent Boarding/Day School, with over 1600 students on roll, aged 2-18 (6th Form of c350).
- Exceptional facilities and resources, with a beautiful 120-acre campus.
- Member of HMC, BSA, FOBISIA and COBIS.
- British Curriculum, leading to (I)GCSEs, A-Levels and IB Diploma.
- Highly competitive tax-free Salary (+ package including Gratuity, Accommodation, Relocation Allowance, Medical Insurance, Annual Flight home, discounted school fees for children).
- c175 Expatriate teachers, mainly from the UK, Australia and New Zealand. Initial 2 Year Contract, but the vast majority stay much longer than that. Currently, over 100 staff children attend JIS.

### **Safer Recruitment**

The safe recruitment of all colleagues (including consultants/ contractors/ supply teachers, activity providers and volunteers) in schools is the first step to safeguarding and promoting the welfare of children in education.

At Jerudong International School we ensure the practice of safer recruitment in checking and recording the suitability of staff and volunteers to work with children.

As part of the safer recruitment procedure, we will require the following information prior to starting work at JIS:

- Up to date police records from a teacher's country of origin and previous country of employment.
- Two references, one of which must be from the current employer. If a teacher has worked in two or more schools, within 5 years, telephone contact will be made with those schools to ask why the teacher is leaving and if there were any concerns of a safety nature with children.



## **JOB DESCRIPTION**

**Position:** Bahasa Melayu Teacher (Part Time)

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

### **GENERAL STATEMENT OF RESPONSIBILITIES**

#### **Mission**

At Jerudong International School (JIS), we challenge ourselves, respect others and inspire positive change. We develop our school through holistic school improvement in four interlinked 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.

### **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 counselling 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 the 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**

Members of staff at JIS are expected to wholeheartedly contribute to the wider life of school. 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.

### **Enrichment**

Co-curricular activities (CCA) form an integral part of the Enrichment Program at JIS. It is expected that staff fully support the program by offering to run or support one of the wide ranging activities on offer to the students across the Junior and Secondary School. The four groups of activities are: Sports and Exercise, Service Learning, Creativity and Arts, Enriched learning.

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.

The school is very busy and there are many enrichment and community activities that take place throughout the year. These wonderful opportunities rely on the support of our staff to make them run.

### **Professional Growth**

Our community strives to be self-evaluating and self-improving. We run an exceptionally innovative programme of ongoing Professional Growth. 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.

### **Working Hours**

Monday – Thursday                    7.15am – 3.15pm

Friday                                        7.10am – 3.30pm (break 12noon – 2.00pm)

The hours above do not include CCAs.

If you need to leave the School before the end of the day, for the purposes of emergency evacuation or lock down procedure, you must notify your respective Head of Faculty/Department/Phase leader and sign out of school at the relevant school office.

### **Safer Recruitment**

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## SPECIFIC SUBJECT EXPECTATIONS

The candidate will be expected to teach the Bahasa Melayu programmes in both the Junior and/or Senior School. Experience teaching Bahasa Melayu at Brunei - Cambridge GCE 'O' Level will be an advantage. The candidate will be expected to work as part of a team of Bahasa Melayu teachers led by the Head of Bahasa Melayu:

- Setting of all assessment (including formative)
- Develop Bahasa Melayu teaching materials and resources
- Plan and organise enrichment programme/field trips for classes
- Consistently review and develop thematic schemes of learning (SoL)
- Monitor and perform students' feedback on teaching & learning and assessment
- Tracking of assessment data

The candidate will also be expected to undertake a weekly co-curricular responsibilities (Bahasa Melayu) in addition to their classroom teaching.

## PERSON SPECIFICATION FOR THE ROLE OF TEACHER

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must possess a teaching degree in Bahasa Melayu from a recognised university</li> </ul>	<ul style="list-style-type: none"> <li>• Other professional qualifications</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience teaching Bahasa Melayu is mandatory (preferably both in junior and senior school)</li> <li>• Outstanding class teacher with outstanding pupil outcomes</li> <li>• Excellent knowledge of the SPN21 curriculum</li> <li>• Excellent understanding of use of a range of data to improve outcomes</li> <li>• Excellent understanding of Safeguarding and Child Protection policies and practices</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in more than one school</li> <li>• Up to date knowledge of current education issues</li> <li>• Strong ICT skills and a proven ability to use technology to support learning</li> <li>• Awareness of innovative thinking and practice in education</li> <li>• Experience of developing the practice of others</li> </ul>





<p><b>Professional Skills</b></p>	<ul style="list-style-type: none"> <li>• High expectations and aspirations for pupils and staff</li> <li>• Form and maintain excellent effective relationships with all in school</li> <li>• Good command of spoken and written English</li> <li>• Communicate effectively with all in school</li> <li>• Excellent interpersonal skills</li> <li>• Be well organised and work within deadlines</li> <li>• Be a good team player and work cooperatively in different capacities</li> </ul>	<ul style="list-style-type: none"> <li>• Inspirational role model to others in school</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to use initiative</li> <li>• Ambitious and willing to learn</li> <li>• Flexible, creative and inspiring</li> <li>• Caring, positive, open and honest</li> <li>• Dedicated and hard working</li> </ul>	<ul style="list-style-type: none"> <li>• Champion for children</li> <li>• Proactive in self-development</li> <li>• Views teaching as more than a job</li> </ul>

