



ST. JOSEPH'S INSTITUTION INTERNATIONAL

Classroom Teacher's Job Description

Post:	Teacher of Malay
Reporting to:	Coordinator of Non Chinese Asian Languages (NCAL)
Teaching Load:	25%
Commencing:	July 2026, negotiable

Our School Ethos:

SJI International is a co-educational Lasallian Catholic school in Singapore offering a holistic, values-driven international education to a diverse community of all faiths. Rooted in our mission of character education, we equip students to be compassionate and responsible global citizens guided by the core values of Faith, Service, Community, Excellence, and Respect. We are committed to fostering an environment where students Learn, Inspire, and Serve.

Child Safeguarding Statement

Aligned with the recommendations of the International Taskforce on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. We are committed to safeguarding and promoting the welfare of students in its care. As an employer, the school expects all staff and volunteers to share this commitment. All post holders are appointed subject to satisfactory Criminal Records Checks, Social Media Checks, Civil Litigation Checks, Global Sanctions Checks, and Reference Checks with past employers. All long-listed candidates are also required to complete and sign an Information and Declaration Form, which includes a declaration of any previous disciplinary issues or criminal convictions.

Primary Responsibility:

To provide students with a stimulating, challenging and enjoyable learning experience both in and beyond the classroom, and to offer them the encouragement they need to thrive at SJI International.

Please note this position is to work with very small groups or individuals to pursue Malay at a Foreign Language and Second Language level. Initially, we are seeking a teacher able to teach during the school day for approximately a **25% load**. However, we envisage in time this role may well expand further.

Only candidates residing in Singapore will be considered for this position.

Specific Responsibilities:

Teaching and learning

- Identify and adopt the most effective active, creative teaching approaches for SJII students in line with current best practice and the ethos of our school
- Work with other members of the Faculty to apply consistent standards in the following: curriculum planning and delivery; formative and summative assessment through classwork, homework and formal examination; standardisation and moderation of the examinations process
- Create a stimulating learning environment, including displays of student work
- Teach across the age and ability ranges from Foundation IGCSE (Grades 7 & 8) through to IGCSE (Grades 9 & 10) and SEAB SEC exam for Grades 9 and 10, to the IB Diploma Programme (Grades 11 & 12) **[IB/A-Level experience is an advantage]**
- Identify and take advantage of opportunities to use resources offered within and beyond Singapore to take learning outside the classroom
- Adopt strategies and monitor teaching and learning activities to support individuals with SEN/ESL in line with school and faculty policy
- Ensure compliance with all rules regarding health and safety in the classroom
- Set and mark homework regularly in line with school and faculty policy
- Identify and teach study skills/strategies that will develop students' ability to work independently

Recording and assessment

- Set clear targets for raising achievement
- Collect and record assessment data
- Comply with established systems for identifying, assessing and reviewing student progress
- Develop an understanding of different learning needs and the importance of raising achievement among students
- Attend parent conferences and keep parents informed about their child's progress

Standards and quality assurance

- Support the aims and ethos of SJII as a Catholic, Lasallian school
- Set a good example in terms of dress, punctuality and attendance
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training and annual performance review
- Attend team and staff meetings