ST. JOSEPH'S INSTITUTION INTERNATIONAL

Teacher's Job Description

Post: **Teacher of Business Management**

Reporting to: **Coordinator of Business Management Department**

Teaching Load: **Full Time**

Commencing: **January 2027, 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 passionately inspire students with a stimulating, challenging, and enjoyable learning experience, both in and beyond the classroom. This role extends beyond academic instruction to fostering critical thinking, creativity, and a lifelong love of learning, empowering students to thrive holistically and achieve their full potential within the supportive ethos of SJI International, while upholding the highest standards of safeguarding and student well-being.

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 the IB Diploma Programme (Grades 11 & 12) **[IBDP/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
- Take part in the process and marking of the Extended Essay component of the IB Diploma

Assessment, Recording and Reporting:

- 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, both formally through regular assessments and written reports, and informally through effective communication

Standards and Quality Assurance:

- Support the aims and ethos of SJII as a Catholic, Lasallian school
- Support the school's established CASL (Creativity, Activity, Service, Lasallian) program
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Actively participate in the school's professional growth and development system
- Attend team and staff meetings

Other Duties and Responsibilities

- Actively engage in the pastoral care of students by fulfilling the responsibilities of a Form Tutor
- Contribute significantly to the service, sport, pastoral, activity programmes, outdoor education and overseas expeditions, demonstrating a commitment to students' holistic growth and building positive relationships beyond the classroom
- Be an advocate of the school and its decisions during interactions with students, staff, and the community
- Lead in nurturing a Lasallian Catholic ethos by building upon the legacy and tradition of the school firmly anchored in Faith, Service, Community, Excellence and Respect
- Maintain good working relationships with colleagues and students
- Be a role model within the school in terms of professional expertise and conduct and lead by example
- Treat others fairly and with respect in order to create and maintain a positive school culture
- Build a collaborative learning culture within the school and manage innovation and change
- Take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Principal or other senior leaders

Qualifications and Skills

- Bachelor's degree in Education or related field; Master's degree preferred
- Bachelor degree in a Business Management related field

Desirable

- The ability to teach Economics will be seen as an advantage

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.