



Job Description

The International School @ ParkCity, Kuala Lumpur (www.isp.edu.my) is located in the exclusive residential area of Desa ParkCity, Kuala Lumpur (www.desaparkcity.com). The school opened in September 2011 and quickly established itself as a dynamic and exciting place for children to learn. ISP provides our school community with a holistic experience that creates a platform for all students to flourish. In our recent International Schools Quality Mark (ISQM) accreditation, we reached the highest possible overall grading, achieving Gold Level status after being identified as outstanding in all 8 standards during the accreditation visit.

The high calibre of staff that we appoint help to shape our unique, vibrant school and are highly valued. As we grow, we seek to recruit professionals who are genuinely excited about teaching, who are continuously looking to develop their practice and who will complement our existing staff.

Job Title:	Mathematics teacher
Responsible to:	Head of Mathematics
Responsible for:	Teaching Mathematics at KS3, IGCSE & A-level

These guidelines are written in support of the role and include, yet are not limited to, the following key tasks and accountabilities.

Applicants for the position should:

- have knowledge, experience and a passion for teaching **Mathematics** at KS3, IGCSE and A Level (or at an equivalent level).
- Having the ability to teach **Additional Mathematics** at IGCSE level (or equivalent) is desirable but not essential.
- Having the ability to teach **Further Mathematics** at A-level (or equivalent) is desirable but not essential.

Main Responsibilities:

- Support the work of the Mathematics Department to ensure the highest possible levels of achievement.
- Plan lessons in accordance with schemes of work.
- Contribute to the development, evaluation and monitoring of policies, syllabuses and schemes of work.
- Uphold high standards of preparation, teaching and discipline.
- Use ICT confidently within the curriculum.
- Contribute to Mathematics Department activities beyond the curriculum.
- Establish high and appropriate expectations for learning, motivation and the presentation of work.
- Set and mark homework in accordance with school policy.
- Provide constructive oral and written feedback to students, with clear targets for improvement.
- Keep parents informed of student progress, including at Parent-Teacher Conferences.
- Liaise with the Student Support Team regarding individual students with exceptional needs, ensuring that those needs are understood, planned for and met.
- Attend and contribute to meetings of a professional nature as and when required.
- Contribute to strengthening the parent-teacher partnership through individual and whole-school initiatives as and when required.
- Be prepared to take on a pastoral role as a Form Tutor and fulfil the responsibilities of that position.
- Develop cross-curricular links and provide opportunities for students to develop and apply their mathematical skills.
- Make a positive contribution to the development of the School.
- Actively support the ethos of the School.
- Engage in continuous professional development (CPD) to stay up to date with the latest teaching strategies, subject knowledge and examination requirements.

- Analyse student progress data to inform teaching and learning, identify areas for improvement and implement appropriate interventions.
- Monitor student wellbeing, providing emotional and academic support where necessary, and liaise with the pastoral team when appropriate.

Other Responsibilities:

- Actively support and adhere to the Child Protection Policy, including attending annual training.

We encourage you to read [this information pack for prospective staff](#) and to visit our website at www.isp.edu.my to find out more about our school and this exciting opportunity to join our dynamic team. Our vacancies are advertised on our [website](#), internationally on [TES](#), and in Malaysia on [Seek](#).

ISP is an equal-opportunity employer and will treat all applicants fairly and without discrimination. ISP reserves the right to appoint before the published closing date.

How do I apply and what information should I include in my application?

- Applicants should complete the online application form via TES.
- Clearly state the position for which you are applying and your area of expertise.
- Include a letter of application addressing how you meet the criteria and job description (maximum two sides of A4).
- Include your Curriculum Vitae, with a recent professional photograph.
- Include details of any dependants and your personal details.
- Include the following contact details: home address and mobile phone number.
- Include the email contact details of three referees, at least one of whom must be your current Principal/Headteacher or a member of the Leadership Team. Please ensure a professional email account is listed for all referees.
- **Applications should be addressed to the Principal, Mr Tom Keenan.**

Safeguarding and Child Protection

The International School @ ParkCity, KL is committed to ensuring that all students within the ISP community are kept safe and free from harm as a result of abuse or neglect. Child protection is the responsibility of all members of the school community. By applying for employment at The International School @ ParkCity, KL, you are:

- *Declaring that you are able to work with students in a way that promotes and safeguards their safety and welfare.*
- *Declaring that there is no reason that would prevent you from working with children at our School.*
- *Confirming your support for appropriate background checks.*