



## WESLEY METHODIST SCHOOL

### Job Description

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**Position** : Teacher (all Subjects)

**Location** : Penang / Ipoh / Bandar Seri Coalfields / Kuala Lumpur / Klang / Seremban

#### Job Purpose

Responsible for preparing lesson plans and educating students. Duties include assigning homework, grading tests, and documenting progress. A teacher is accountable to prepare and implementing a full educational teaching plan according to the school's requirements. The goal is to help cultivate the students' interest in education and be their dedicated ally in the entire process of learning and development.

#### Key Duties & Responsibilities

1. To teach Cambridge/IGCSE or KSSM subject.
2. Engaging young minds and helping them explore the world.
3. Nurturing children and teenagers to grow holistically.
4. Guiding students to explore academic content and apply it in the real world.
5. Develop lesson plans, provide homework to students and marking of the workbook
6. Develop tests and revision of papers (where required) for their exams
7. Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
8. Assess and record students' progress and provide grades and feedback
9. Collaborate with other teachers, parents and stakeholders and participate in regular meetingsManaging students in a class
10. Planning & executing CCA programmes & activities
11. Perform any other duties as assigned by the Management.

#### Job and Person Specification

1. Candidates must possess at least Bachelor's Degree / Post Graduate Diploma / Professional Degree in Education / Teaching / Training or equivalent.
2. At least two (2) years of teaching experience.
3. Strong commitment and passion for education and concern for students' welfare.
4. PC literate and able to use multi-media resources in the classroom.
5. Highly motivated, full of initiative, disciplined and responsible.
6. Strong commitment and passion for education
7. Good communication and interpersonal skills.
8. Fluent in written and verbal English and BM
9. Excellent Subject knowledge
- 10.Strong moral values

#### Desirable Specification (Added advantage)

1. Ability to show evidence of further professional development.
2. Ability to teach outside of specialist area.
3. Ability to use and understand assessment data.

#### Safeguarding Commitment

Wesley Methodist School are committed to safeguarding and promoting the welfare and safety of our students and expects all staff members to share this commitment.