

## Job Description

<b>Job title:</b>	English Language Teacher
<b>Group:</b>	CfBT Education Services (B) Sdn Bhd
<b>Dept/ Project/ Service:</b>	English Language Teaching Project (ELTP)
<b>Reports to:</b>	Education Development Manager (EDM)
<b>Usual Office Base:</b>	Bandar Seri Begawan

### Project Overview:

CfBT provides education services to Brunei Darussalam in support of the bilingual education policy to raise standards of English in line with the Government's aspirations for a diversified modern economy.

CfBT achieves this through the selection, orientation, support and management of educational professionals. CfBT also provides a range of extra services in areas such as transfer of experience and provision of student support/intervention programmes as needed by the Client, the Ministry of Education (MoE), Brunei.

CfBT Brunei's English Language Teaching (ELT) contract with the MoE was awarded in 1985 with 15 teachers. We currently deploy and manage over 200 qualified and experienced English language teachers in MoE primary and secondary government schools. By working in close collaboration with our key partner, the Brunei MoE, we deliver excellence in education to our key beneficiaries, the students of Brunei Darussalam. Our goal is to raise the proficiency and attainment levels of Bruneian students through high impact teaching and learning in classrooms and through the continuous building of our own and national capacity.

### Job Purpose:

To teach English effectively in school; improve the involvement and attainment of learners; develop the professional capacity of self and colleagues; and act as a positive representative of CfBT in Negara Brunei Darussalam.

To engage actively and effectively in your professional capacity as a teacher and expert in your field to deliver capacity building activities to other colleagues and to provide and coordinate be-spoke and/or existing school-level student development programmes, in-line with MoE and CfBT practices and principles as requested.

### Job Scope:

This role is based at a designated government school in one of Brunei's four districts. CfBT teachers are considered full members of the school team and as such will have usual classroom duties and various other department or school level responsibilities as delegated by the school leadership team. Direct line management and reporting lines are to CfBT as your employer. Where necessary, for professionally related purposes, such as professional

development or professional briefings, teachers are required to travel within Brunei to designated venues. Standard working hours and holidays are in line with Ministry of Education schools, however you will be required to work outside of these from time to time.

### Job objectives:

1. Work collaboratively and collegially with the ELTP and school teams to ensure CfBT's overarching education and contract goals are met.
2. Engage in effective high impact teaching and learning ensuring all students make appropriate progress throughout the year demonstrating progressive improvement in their English proficiency standards.
3. Develop and maintain strong, professional, effective working relationships, with students, CfBT and Bruneian colleagues, Ministry of Education and their representatives including school leaders and Cluster Heads, and the ELTP management team to ensure individual and collective education goals are met.
4. Ensure required professional performance standards, including professional knowledge and skills, professional engagement and professional conduct, are met and maintained as set out by CfBT and in line with MoE expectations.
5. Develop a clear understanding of the Brunei Teaching Standards (BTS) and consistently demonstrate these to a high standard in the English language classroom and at school as set out by CfBT and in line with MoE expectations.
6. Engage actively and professionally with all performance related activities such as Teacher Performance Appraisal (TPA) lesson observations, Teacher Improvement Plans (TIPs), Personal Development Plans (PDPs), continuing professional development, professional dialogue, and annual performance review meetings, all of which help to enhance your performance and ensure it is at the expected standard.
7. Engage positively and pro-actively with your designated CfBT line manager and school-based leadership team, taking advice, suggestion and direction towards the achievement of your performance standards and professional goals.
8. Show a commitment to life-long learning by engaging positively in critical self-reflection, professional dialogues, all professional development opportunities provided by the school and CfBT, and by pro-actively seeking opportunities to develop yourself in relation to your role.
9. Demonstrate consistent professional engagement with your school by participating in and contributing to school life as requested by the school, MoE or company, and by taking advice and direction as needed from CfBT.

Contributions to school life may include but are not limited to:

- a) Participating in national celebrations, school celebrations and functions
- b) Fulfilling supervision duties, including substituting for absent teachers

- c) Attending workshops, professional groups, conferences and other events which may take place out of school hours but normally within the stipulated number of weekly working hours
  - d) Contributing to or running examination preparation classes outside school hours
  - e) Undertaking national examination duties as requested by MoE, school or CfBT
  - f) Being available for parent-teacher meetings
  - g) Contributing to the school's extra-curricular or co-curricular programmes
  - h) Joining in social events in and out of school
  - i) Being present at special school-based religious events as requested
  - j) Sharing expertise and materials with Bruneian and CfBT colleagues
  - k) Participating in and/or presenting professional workshops
  - l) Supervising and supporting Universiti Brunei Darussalam (UBD) trainee teachers
10. Ensure required personal-professional performance standards are met and maintained as set out by CfBT and in line with MoE and Brunei expectations by consistently demonstrating professional and cross-cultural competencies and by taking advice and direction as needed from CfBT.

Personal-professional performance standards include but are not limited to:

- a) Dressing smartly and culturally appropriately both in and out of school
- b) Showing respect for the religion, culture and customs of Brunei Darussalam in attitude and behaviour
- c) Fostering good relations in personal dealings with all colleagues and those in authority within schools and CfBT as well as the broader Bruneian community
- d) Following CfBT requirements with regards to communications with client representatives in schools
- e) Demonstrating patience and cooperation in daily school life
- f) Being punctual for all professional commitments at school, MoE and CfBT
- g) Acting as a positive ambassador for CfBT at all times

## Person Specification

### Knowledge

*Essential:*

- Knowledge of effective teaching and learning practices and strategies
- Knowledge of current English as an Additional Language (EAL) teaching practices and strategies
- Knowledge of how to translate curriculum documents into cohesive teaching programmes including an understanding of learning objectives and learning outcomes
- Knowledge of effective classroom and behaviour management practices
- Understanding of Assessment for Learning (AfL) principles and practices

*Desirable:*

- Knowledge of how second language acquisition occurs
- Formally acquired knowledge of current AfL theories and practices
- Knowledge of cultural factors that influence teaching and learning

## Experience

<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>▪ Relevant teaching experience (3 years)</li> <li>▪ Relevant EAL experience (1 year)</li> <li>▪ School contributions including extra-curricular activities (ECAs)</li> </ul>
<p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>▪ Teaching experience in a mainstream classroom setting</li> <li>▪ Teaching experience in a range of EAL learning environments</li> <li>▪ Overseas experience</li> </ul>

## Skills

<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>▪ Cultural adaptability</li> <li>▪ Professional adaptability, flexibility and resilience</li> <li>▪ Team player who will share knowledge with CfBT and Bruneian colleagues</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Excellent administrative skills including teaching records and student learning/progress</li> </ul>
<p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>▪ Coaching or mentoring experience</li> <li>▪ Speaker of an additional language other than English</li> <li>▪ Proficient use of Word, Excel and Power Point</li> </ul>

## Commitment to Safeguarding

A commitment to safeguarding and promoting the welfare of children is essential. Specifically:

### Personal Professional Qualities

- Must have a clear commitment to safeguarding children and young people in all circumstances.
- Must have a clear commitment to implementing and adhering to CfBT's safeguarding policies, including the Safeguarding Code of Conduct, ensuring the health and well-being of children/students is maintained at all times.

### Additional Duties

- Responsibility to provide a safe environment in which children can learn.
- Responsibility to take appropriate action to help a child who may be in need of extra help, including making a prompt report to CfBT of any actions or referrals within the school.
- Be vigilant, ensuring that all concerns of a child protection/safeguarding nature are reported and recorded as per CfBT's Safeguarding Policy, and that this is carried out in a timely manner.

**Competency Band: Band 3 team leader/specialist**

**Key Competencies for the role:**

Our Values	Key Competency 1	Key Competency 2
<b>Excellence - Creating and Leading Success</b>	Delivering excellent services	Responding to change
<b>Integrity - Supporting and Building Trust</b>	Building respect	Following through responsibilities
<b>Accountability - Delivering and Improving</b>	Focus on delivering quality	Continually improving
<b>Collaboration - Engaging and Partnering</b>	Building effective relationships	Sharing knowledge with others

**Job Family: Service Delivery/ Operations Leadership**

*Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*