



## Job Description for Position: Mandarin Teacher

### Responsibilities:

- Provide a positive environment in which students are encouraged to be actively engaged in the literacy learning process
- Differentiate to meet the needs of students with varying learning styles and needs
- Ensure students growth and achievement is continuous and appropriate for age group, subject area and/or programme classification
- Participate in the development, administration and marking of exams and other assessments
- Assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance
- Perform pastoral duties including student support, counselling students with academic development and providing student encouragement
- Communicate effectively with all parties such as students, parents, peers and line managers on a regular basis on students' progress.
- Ensure the students growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Meets professional obligations through efficient work habits such as meeting deadlines and honouring schedules.

### Requirements

- Possess at least a Degree in Chinese language/ Education or equivalent.
- Well-versed in National or International School syllabus
- Fluency in both spoken and written Chinese and English
- Good presentation, communication and interpersonal skills
- Exhibits self-motivation, high work standards, attention to detail and learning orientations.
- Able to start immediately

Interested applicants are invited to submit a comprehensive CV detailing position and subjects to be applied for, a recent passport-sized photo, contact details of 2 references, current and expected salary to: [jobs@rafflesia.edu.my](mailto:jobs@rafflesia.edu.my)