



## Job Description for Position: Subject Teacher

### Responsibilities:

- Evaluate and grade students' class work, collaborative research work, assignments, and papers;
- Prepare course materials such as homework assignments, and collaborative as well as individual research projects;
- Compile, administer and grade practical research projects as a means of compiled assessment at MOE standard and expectations;
- Keep abreast of developments in the field by reading current literature, talking with colleagues and participating in professional conferences.
- Participate in Co-Curricular Activities (CCA), extracurricular activities such as field trips, sporting activities and etc.
- Undertake special assignments, ad-hoc functions and related duties as and when required.

### Requirements

- Possess a Bachelor's Degree or higher degree in the respective fields or teaching experience for respective subject.
- At least 2 year(s) of relevant teaching experience in institutional or school setting.
- Fluency in both spoken and written English.
- Good presentation, communication and interpersonal skills.
- Exhibits self-motivation, high work standards and attention to detail.
- Able to start work in December 2021

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)