

Job Description Associate Teacher

Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

Diversity, Equity, Inclusion & Justice (DEIJ) at IGBIS

At IGB International School, Inclusiveness is one of our central pillars. We are committed to diversity, equity, inclusion, and justice (DEIJ) in everything we do.

We actively seek, recruit, and support educators who reflect the global perspectives of our international student body and welcome applicants from all backgrounds, including those underrepresented in international education. Our hiring is grounded in merit and alignment with our mission, and we are proud of the wide range of nationalities, cultures, and experiences represented among our team.

We advertise all vacancies both internally and externally to ensure equal access to opportunities. Beyond hiring, we foster a supportive and inclusive environment through structured onboarding, community events, and ongoing efforts to ensure every voice is

heard, respected, and valued.

Together, we are building a diverse and equitable school community for the benefit of all.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

Reports to

Division Principal

Main Working Relationships

Students, fellow teachers, parents/caregivers, Division Principal, IB Coordinator(s), student services team

Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

Position-Specific Responsibilities

- Work collaboratively with classroom teachers and other school staff to support student learning.
- Work with individual students and small groups within the classroom under the supervision of the class teacher.
- Provide support for whole-class activities under the supervision of the teacher.
- Assist teachers with resource development, student supervision and general clerical assistance.



Jalan Sierramas Utama, Sierramas, 47000 Sg. Buloh, Selangor, Malaysia.

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- Assist with the organisation, set up and operation of ICT and audio-visual equipment in classrooms.
- Take photos and video recordings of classroom activities for use in Digital Portfolios.
- Assist teaching staff on school excursions and activities as appropriate.
- Assist with school events eg. Assemblies, Productions and special events.
- Assist the Principal in ensuring all teachers' resource requirements are met, conduct stock inventories, maintain resources and perform other clerical duties as required.
- Other school duties eg. supervising after-school activities and playground supervision as appropriate.
- Provide supervision of the whole class when requested by the class teacher or Principal.
- Performs any other tasks/duties deemed necessary by the teacher and/or the Principal
- The Associate Teacher reports to the Principal of the Elementary School; however, this responsibility may be delegated to another senior staff member for day-to-day matters.

Personal Attributes, Skills and Characteristics

- Honesty, integrity and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Strong communication skills in English and Bahasa Malaysia
- Have the resilience, flexibility and energy needed to thrive in a growing and dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students and parents alike.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.
- A high degree of integrity, maturity and ability to work independently under pressure with an eye for details
- Strong interpersonal skills and the ability to interact with a wide range of people
- Good ICT skills and willingness to use/train in new technologies
- Be a patient and positive role model for children
- Warm, friendly and approachable student-centred educator

Required Qualifications

- Diploma or Bachelor's Degree in Early Childhood, Education, Teaching or relevant



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discipline.

- At least 3-5 years of related experience in a similar role, preferably in an educational institution
- Previous experience working with young children

Competencies (Knowledge, Skills & Abilities)

- Skilled in assisting students individually or in groups, fostering a positive and inclusive learning environment.
- Communicates clearly with students, teachers, and parents, reinforcing instructions and providing feedback as directed by the lead teacher.
- Works well with lead teachers and staff, supporting curriculum delivery and classroom management effectively.
- Flexible in meeting diverse classroom needs, including adapting to various teaching styles and student learning needs.
- Helps maintain an organized learning space, prepares materials, and takes initiative in assisting with daily tasks.
- Values cultural diversity, contributing to an environment of respect and international-mindedness.
- Open to feedback and professional development opportunities to enhance skills and effectiveness in supporting student learning.
- Committed to student safety, understands and follows child safeguarding policies, and promotes a secure learning environment.

Additional Notes

This job description details responsibilities but is not prescriptive. The incumbent may be required to undertake other duties and responsibilities commensurate with the scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

IGBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

