



Head Teacher for ORKIDS

We are looking for a head teacher that will be responsible for the education of all students as well as able to lead, motivate and manage teachers by delegating responsibility, setting expectations, targets and evaluating teachers performance and teaching quality. Support the board of committee members and centre coordinator in managing day to day operational activities related to ORKIDS educational program.

Primary Responsibilities:

- A. Create, develop and document a clear syllabus for each levels of classes
- B. Create systematic and clear Individual Learning Plan framework for the students
- C. Ensure the quality of syllabus and the expansion towards TVET program namely Pre Vocational Program
- D. Create training framework and development plans for teachers

Job Description

1. Strategize long term plans for ORKIDS students age 7 to 12 and 13 to 18 towards Vocational program; Look through overall framework as well as execution plans with clear timelines
2. Continuous improvement of the current syllabus; document syllabus and ensure that teachers follow the syllabus as per the Centre's plans and objectives
3. Manage communications with parents and students, and communication book between teachers and parents
4. Work closely with the committee members to develop training and budget reporting and planning
5. Coordinate staff training and source for good training for teachers' development
6. Evaluate the standards of teaching and learning in the school and ensuring that proper standards of professional performance are established and maintained.
7. Coordinate teachers' annual appraisal, Supervise and participate in arrangements for the appraisal of the performance of teachers in the school
8. Create a developmentally appropriate program for our students (Individual Learning Plan)
9. Develop weekly lesson plans, activities and class set-ups

10. Assess children's needs and development, support teachers to coordinate students assessment schedule and resources
11. Work closely with families to encourage cooperation
12. Provide guidance to teachers to help resolve issues with students when necessary
13. Ensure the safety of all children in our Programme
14. Closely follow regulations related to childcare to ensure teachers are aware of the regulation
15. Attend monthly board of committee meeting
16. Ensure students attendance are monitored and recorded accordingly
17. Manage weekly/Monthly teachers' schedule and Weekly/Monthly lesson plans accordingly
18. Manage and coordinate teachers-parents meeting
19. Organize / conduct monthly teachers meeting
20. Compile all teachers' monthly staff reports; send reports to committee

Competencies and Requirement

- **Degree or Masters in Special education is a must**
- **Minimum 5 years of experience in related field**
- Good knowledge of current special education topics and methodologies
- Knowledgeable in Malaysia special education situation
- Have experience or knowledge in special child vocational program
- Knowledgeable in basic OKU policy and relevant government departments
- Proactive and self-motivated
- Passionate, Friendly and energetic
- Open attitude with excellent interpersonal skills
- Creative thinker and enjoy taking on challenges in special child / OKU areas
- Fluent in English and Bahasa Malaysia with good writing skills
- Proven experience as a Special Education Teacher or relevant role
- Experience working with children with a wide range of disabilities
- A patient, resourceful, and resilient personality