

Bishkek International School

Job Description: English and ELA Teacher

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has over 300 students from age 2 to 18. Fifty-five percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty-five percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme.

RESPONSIBILITIES

Teaching

1. Develop, deliver, and assess English teaching in the IB Middle Years Programme and/or Cambridge IGCSE Programme (as required, according to student needs and teacher allocations).
2. Develop, deliver, and assess English Language Acquisition programmes for students in the Middle and High School (as required, according to student needs and teacher allocations).
3. Align classroom learning and teaching to programme requirements, as appropriate.
4. Create an engaging classroom environment that motivates students to learn and ensure all student expectations are high.
5. Provide a positive learning environment for each student and inspire students to expand their understanding and enjoyment of the subjects taught.
6. Differentiate instruction to meet the individual needs of each student to be socially and academically successful, having regard to the abilities and aptitudes of individuals.
7. Enhance lessons through incorporating technology into the teaching program and be creative in working with limited resources.
8. Use a wide range of assessment methods to ensure student knowledge and understanding are appropriately recorded.
9. Provide individual tutoring for students who need support to progress in their course.
10. Be an exemplary teacher, clearly demonstrating effective planning, teaching and organization, and high standards of achievement and behaviour in lessons.
11. Collaborate with other teachers to ensure a consistent approach to learning and achievement of standards for each group.
12. Work with Programme Coordinators to produce relevant planning documents and attend relevant Programme meetings.
13. Plan, keep and report appropriate records to school management and parents.

Other Responsibilities

1. Supervise Extended Essay Students for the IB Diploma, and/or Community Service projects for High School and Middle School students (as required, according to student needs and teacher allocations).
2. Organize and lead extra-curricular activities and student engagement in issues related to English and sports teams, to promote positive interactions among students of all ages and develop their academic, creative, and sporting potential.
3. Organize and lead relevant educational visits for Middle and High school students.

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General

1. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Head of Department and Programme Coordinators.
2. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
3. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
4. Maintain high quality standards in all areas of the school
5. Any other activities as agreed with management to contribute to overall development of the school.

REPORTING

Report to the Head of English Department

Work closely with the Programme Coordinators for MYP and IGCSE, as appropriate, and the ELA Coordinator for ELA teaching.

TIMING & DURATION

The position is available starting 16 August 2021. This is a full-time long-term position with an initial contract of two or three years (subject to 3 months' probation) which will be renewable by mutual consent.

REMUNERATION

Salary and benefits are internationally competitive, including:

- Housing allowance
- Medical insurance
- Travel allowance
- Professional development opportunities

REQUIREMENTS

- University Degree in English or a related subject.
- Experience teaching middle and high school students
- Genuine enjoyment of working with students and ability to enable a wide range of students to reach their academic potential
- Ability to plan strategically, to set and meet deadlines and to implement plans
- Capable of developing new educational programmes
- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with students, staff and parents and gain their confidence and respect
- A commitment to Professional Development
- Excellent spoken and written English

DESIRABLES

- Experience teaching IB MYP, Cambridge IGCSE and IB Diploma
- Additional language skills
- Prior teaching experience in an international environment

APPLICATION

- Send your application in English by email to hr@bis.kg
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.

Deadline for Applications

Interviews and appointment will be arranged as soon as appropriate applications are received. Early application is advised.