

# Bishkek International School

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## **Job Description: Preschool 2 Homeroom Teacher (children age 3+)**

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 360 students from age 2 to 18. Fifty percent of our students are international citizens living in Bishkek, children of employees of embassies, international organizations and international business or NGOs. Fifty 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 an education programme based on the International Baccalaureate Primary Years Programme (PYP) for students in the assigned grade and class group.
2. Align classroom learning and teaching to PYP approaches.
3. Create an engaging classroom environment that motivates students to learn and ensure all student expectations are high.
4. Provide a positive learning environment for each student and inspire students to expand their understanding and enjoyment of the subjects taught.
5. 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;
6. Enhance lessons through incorporating technology into the teaching program and be creative in working with limited resources.
7. Use a wide range of assessment methods to ensure student knowledge and understanding are appropriately recorded.
8. Be an exemplary teacher, clearly demonstrating effective planning, teaching and organization, and high standards of achievement and behaviour in lessons.
9. Collaborate with other teachers to ensure a consistent approach to learning and achievement of standards for each group.
10. Work with the PYP Coordinator to produce relevant planning documents and attend relevant Programme meetings.

#### **General**

1. Ensure the safety and wellbeing of all children assigned to their care.
2. Plan, keep and report appropriate records to school management and parents;
3. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Head of Preschool and the PYP Coordinator.
4. Organize and lead extra-curricular activities and student engagement to promote positive interactions among students of all ages and develop their academic, creative, and sporting potential.

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## Other Responsibilities

1. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
2. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
3. Maintain high quality standards in all areas of the school
4. Any other activities as agreed with management to contribute to overall development of the school.

## REPORTING

The Preschool 2 Homeroom Teacher reports to the Head of Preschool, and works closely with the PYP Coordinator

Preschool 2 Co-Teacher(s) report to the Preschool 2 Homeroom Teacher.

## TIMING & DURATION

The position is available starting 15 August 2022. This is a full-time long-term position with an initial contract of 12 months (subject to 3 months' probation), which will be renewable by mutual consent.

## REQUIREMENTS

- Degree in Preschool/Primary Education or another relevant subject and related experience.
- Experience teaching preschool age students
- Genuine enjoyment of working with preschool 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 the IB Primary Years Programme
- Additional language skills
- Prior teaching experience in an international environment

## APPLICATION

- Send your application in English by email to [hr@bis.kg](mailto: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

Monday 16<sup>th</sup> May 2022