

# Bishkek International School

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## Job Description: Russian Language 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 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. Work with the Head of Language Acquisition in Primary School and the Head of Language Acquisition in Middle/High School to plan, deliver and assess Russian language courses in the Primary Years Programme, Middle Years Programme and IGCSE (as required according to student needs and teacher allocations).
2. Develop and provide to the National Curriculum Coordinator the curriculum summaries for the class as required by the KG Ministry of Education and Science if applicable.
3. Establish and maintain "Red books" for the class by putting scores, attendance data and lessons themes as per the KG Ministry of Education requirements.
4. Align classroom learning and teaching to PYP, MYP and IGCSE approaches, as appropriate.
5. Create an engaging classroom environment that motivates students to learn and ensure all student expectations are high
6. Use a wide range of assessment methods to ensure student knowledge and understanding are appropriately recorded
7. Provide a positive learning environment for each student and inspire students to expand their understanding and enjoyment of the subjects taught.
8. 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
9. Collaborate with other teachers to ensure a consistent approach to learning and achievement of standards for each group
10. Be an exemplary teacher, clearly demonstrating effective planning, teaching and organization, and high standards of achievement and behaviour in lessons
11. Enhance lessons through incorporating technology into the teaching program and be creative in working with limited resources
12. Plan, keep and report appropriate records to school management and parents

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## Other Responsibilities

1. Organise 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.
2. Organise and lead relevant educational visits for Primary, Middle and High school students.

## 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 Language Acquisition for Primary School and the Head of Language Acquisition for Middle/High School

Work closely with the Programme Coordinators for PYP, MYP, and IGCSE, as appropriate.

## TIMING & DURATION

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

## REQUIREMENTS

- University Degree in Russian Language Teaching or related subject.
- Experience teaching 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
- Excellent spoken and written Russian

## DESIRABLES

- Ability to communicate in English
- 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 a brief cover letter and your CV.

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**Deadline for Applications: 9:00 am Monday 30th May**