

# Bishkek International School

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## Terms of Reference Head of Computer Science & Design

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 380 students from age 2 to 18. Fifty percent of our students are American, Asian and European citizens, 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.

### ROLES & RESPONSIBILITIES

**Head of Computer Science and Design** (3 TPE - Teaching Period Equivalent. Note that 30 TPE = full time)

1. Promote and develop computer science teaching in the school at all grade levels.
2. Oversee teaching of Design in the Middle Years Programme.
3. Overseeing professional standards and behaviour of departmental staff.
4. Staff appraisal, mentoring and support to teachers in the department.
5. Ensure coherence of teaching approaches and curriculum used in the subject areas.
6. Coordination, as required, between teachers in the department subject areas.
7. Review of department resource needs and timely presentation of needs to the High School Principal.
8. Carefully manage any delegated budget for the Department.
9. Ensure the maintenance, safety and safe use of equipment used in the Department.

**Computer Science Teaching** (up to 25 TPE)

1. Develop, deliver, and assess Computer Science teaching in the Cambridge IGCSE Programme and IB Diploma Programme.
2. Align classroom learning and teaching to IGCSE and DP approaches, as appropriate.
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. Provide individual tutoring for students who need support to progress in their course.
9. Be an exemplary teacher, clearly demonstrating effective planning, teaching and organization, and high standards of achievement and behaviour in lessons.

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10. Collaborate with other teachers to ensure a consistent approach to learning and achievement of standards for each group.
11. Work with Programme Coordinators to produce relevant planning documents and attend relevant Programme meetings.
12. Plan, keep and report appropriate records to school management and parents.

## **Other Responsibilities**

1. Supervise Extended Essay Students for the IB Diploma (as required, according to student needs and teacher allocations).
2. Supervise relevant Community Service and CAS projects for High School students (as required, according to student needs and teacher allocations).
3. Organise 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.

## **General**

1. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the High School Principal.
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 High School Principal

## **TIMING & DURATION**

The position is available starting 14 August 2023. 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.

## **REQUIREMENTS**

- University degree in Computer Science or related subject.
- Experience of 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 and creative 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 Computer Science in the IB Diploma 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)

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- 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.