

Bishkek International School

Terms of Reference: Primary Homeroom 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 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.

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.
11. Plan, keep and report appropriate records to school management and parents.

Other Responsibilities

1. 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.
2. Take an active role in school events and provide coaching or other support to school teams for sports, MUN, debates, etc.

General

1. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the PYP Coordinator.

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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 tasks as decided by management that contributes to the provision of quality education for students for the effective development of the School.

REPORTING

Report to the Primary 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

- Qualified Primary Teacher or an experienced graduate with equivalent teaching qualification
- Successful experience as a primary teacher
- 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 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
- 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.