

Bishkek International School

Terms of Reference

English Language and Literature 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-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 language and literature teaching in the International Baccalaureate Middle Years Programme in Grade 6-8 and/or Cambridge IGCSE in Grade 9-10 (as required according to student needs and teacher allocations).
2. Develop, deliver and assess English Language Acquisition programmes for Primary, Middle and High School students (as required according to student needs and teacher allocations).
3. Align classroom learning and teaching to programme approaches and grade level requirements.
4. Create an engaging classroom environment that motivates students to learn and ensure all student expectations are high
5. Use a wide range of assessment methods to ensure student knowledge and understanding are appropriately recorded
6. Provide a positive learning environment for each student and inspire students to expand their understanding and enjoyment of the subjects taught.
7. 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
8. Provide individual tutoring for students who need support to progress in their course (as required, according to student needs and teacher allocations).
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

Bishkek International School

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 (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 Head of English and the MYP Coordinator.
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 for English teaching and to the English Language Acquisition Coordinator for ELA.

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 English Language & Literature or similar.
- Experience teaching middle 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 in the IB Middle Years Programme, Cambridge IGCSE and IB Diploma Programme.

Bishkek International School

- 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.