

# Bishkek International School

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## PYP & MYP Math Teacher

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive, and happy environment. The school opened in September 2011 and now has over 400 students from age 2 to 18. Fifty percent of our students are foreign 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, offering the Cambridge IGCSE programme in Grades 9-10.

### ROLES & RESPONSIBILITIES

#### MATH LEADER FOR THE PRIMARY YEARS PROGRAMME

##### Curriculum Review and Support

1. Review the current math curriculum, both in scope and sequence, to ensure that students in Grades 0-5 cover all the requirements of Singapore Math and in-line with the International Schools Assessment.
2. Identify any divergence between ISA requirements, Singapore math standards, and the current BIS curriculum.
3. Recommend to the Head of Math, Primary School Principal and PYP Coordinator any changes required in the math curriculum scope and sequence, to better match ISA standards.
4. Implement any approved changes in the curriculum, and ensure that all Primary staff understand the new curriculum requirements.

##### Teacher Training & Mentoring

5. Provide training for Homeroom and Co-Teachers on strategies to implement the math curriculum, and differentiation strategies. Training may be during staff meetings, or in specialist sessions.
6. Conduct Classroom Learning Visits (CLVs) in all class groups, to identify and promote excellent practice and propose adjustments where improvements could be made.
7. Provide mentoring and support to staff following CLVs, including provision of demo lessons on specific topics, as required.
8. Support PYP Homeroom Teachers in effectively incorporating math learning in their Units of inquiry and in providing effective targeted Math lessons.

##### Assessment Management

9. Review the current math assessment scheme for G0-5, and consider its suitability against the requirements for:
  - Diagnostic Testing of all students in September, December, and May;
  - Ease of test setting, analysis & reporting for Homeroom/Co-Teachers;
  - Management of, and access to, results data for appraisal and planning.
10. Identify any divergence from these requirements, review alternative testing options and recommend any changes to the Head of Math, Primary School Principal and PYP Coordinator.
11. Implement any approved changes in the assessment system.
12. Advise on any other improvements to formative and summative testing for math in Primary.

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13. Lead the Math Assessment Team (comprising interested Homeroom/Co-Teachers, and the PYP Coordinator) to conduct and analyze tests and present data in an easily interpreted format for Homeroom and Co-Teachers.
14. Work collaboratively with Homeroom and Co-Teachers to ensure that all students are tested in similar conditions.
15. Ensure that test results are used effectively to target essential math teaching for class groups, subsets and individuals.

## **Inspiring Students and Staff to Love Math**

16. Promote math as a subject in Primary School through involvement in classrooms and ECAs, and by organizing BIS primary student involvement in math Olympiads.
17. Provide Primary teachers with inspiring resources to be used with students. If resources need to be purchased, coordinate with the PYP Coordinator and Primary School Principal for purchase approval.
18. Celebrate math achievement of students throughout the school year.
19. Work with designated students or groups of students on specific math topics, where this is needed and feasible.

## **TEACHING IN THE PYP AND MYP**

1. Develop, deliver, and assess Math teaching in the IB Primary Years Programme and Middle Years Programme, as required, according to student needs and teacher allocations.
2. Align classroom learning and teaching to programme approaches and grade level requirements.
3. Create an engaging classroom environment that motivates students to learn and ensure all student expectations are high
4. Use a wide range of assessment methods to ensure student knowledge and understanding are appropriately recorded
5. Provide a positive learning environment for each student and inspire students to expand their understanding and enjoyment of the subjects taught.
6. 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
7. Provide individual tutoring for students who need support to progress in their course (as required, according to student needs and teacher allocations).
8. Collaborate with other teachers to ensure a consistent approach to learning and achievement of standards for each group
9. Be an exemplary teacher, clearly demonstrating effective planning, teaching and organization, and high standards of achievement and behaviour in lessons
10. Enhance lessons through incorporating technology into the teaching program and be creative in working with limited resources
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. 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).

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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.
4. Organise engagement of MYP and PYP students in international math Olympiads.

## 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 Department.

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

## TIMING & DURATION

The position is available starting Wednesday 14 August 2024. This is a full-time long-term position with an initial contract of 2 or 3 years (subject to 3 months' probation) which will be renewable by mutual consent.

## REQUIREMENTS

- University Degree in Math or a related subject.
- Experience teaching math in the Primary Years Programme and Middle Years Programme.
- 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

- 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:** Interviews and appointment will be arranged as soon as appropriate applications are received. Early application is advised.