

Bishkek International School

Job Description: English Foundations and ELA Teacher

Bishkek International School (BIS) is a non-profit community school committed to excellent international education in a safe, supportive and happy environment. BIS welcomes students from diverse backgrounds and encourages every student to participate fully in school life. Our teachers inspire curiosity, nurture confidence and guide students towards greater independence in learning.

Purpose of the role

Support and deliver the English Foundations Programme for Middle and High School students who are beginners in English. Develop the language skills students need to access the school curriculum, communicate confidently, and feel part of the BIS community. Following the English Foundations Programme's conclusion, continue as an English Language Acquisition (ELA) teacher, teaching regular classes as requested and according to student needs and teacher allocations.

Responsibilities

Teaching and student support

- Plan and deliver engaging lessons that develop students' listening, speaking, reading and writing, alongside essential grammar, vocabulary and pronunciation.
- Follow the designated coursebook while adapting content, pace, tasks and resources to students' language levels, ages and learning needs.
- Provide individual or small-group pull-out support from subject classes where needed, in consultation with subject teachers, the Head of Languages and Programme Coordinators.
- Teach and revisit subject-specific vocabulary supplied by subject teachers, helping students understand key concepts, classroom instructions and assessment tasks across the curriculum.
- Incorporate topics about school events, upcoming activities, announcements and everyday school situations into English lessons so students stay connected to the community and feel included.
- Create a supportive classroom environment with high expectations, differentiated instruction and opportunities for meaningful interaction with peers.
- Use diagnostic, formative and summative assessment to evaluate language development, give constructive feedback and adjust teaching. Maintain accurate records and communicate progress to students, parents and relevant staff.
- Work with the Head of Languages and Programme Coordinators to review students' readiness for transition from English Foundations to regular ELA and fuller participation in subject classes.

Programme planning and collaboration

- Work closely with the MYP and IGCSE Programme Coordinators and the Head of Languages to align the course with programme approaches, curriculum expectations and students' language needs.
- Contribute to course planning, prepare relevant planning documents and attend programme and departmental meetings.
- Regularly review the course using assessment evidence and feedback; suggest and implement agreed improvements to content, resources, teaching approaches and student support.
- Collaborate with subject teachers to identify language demands, obtain relevant vocabulary and materials, and share strategies that support students in their subject classes.
- Following the English Foundations Programme's conclusion, plan, deliver, and assess regular ELA classes as requested, in line with school requirements and teaching allocations.

Other and general responsibilities

- Contribute to extracurricular activities, school events and agreed supervision duties that support student engagement and inclusion.
- Maintain current knowledge of language teaching and undertake professional development in consultation with the Head of Languages and Programme Coordinators.

- Follow school policies, safeguarding procedures and management directions; uphold the school's values and professional standards.
- Undertake other duties agreed with management that contribute to the development of the school.

Reporting

Report to the Head of Languages. Work closely with the MYP and IGCSE Programme Coordinators and relevant subject teachers.

Timing and duration

The position is full time. Starts within a month after the interview.

Requirements

- A university degree in English, education, linguistics or a related field, with an appropriate teaching or English language teaching qualification.
- Experience teaching English to beginner learners of middle or high school age, with strong skills in differentiation, assessment, and coursebook adaptation.
- Ability to plan, review and develop courses collaboratively, meet deadlines and maintain clear records.
- Effective communication with students, colleagues, and parents, and a commitment to inclusion and professional development.
- Excellent spoken and written English.

Desirable experience

- University Degree in English Language teaching or Linguistics.
- Experience teaching complete beginners in English without a shared language, while taking students' different cultural backgrounds into consideration.
- Ability to plan strategically and capable of developing new educational programmes.

Application

Email hr@bis.kg with a brief cover letter explaining your suitability and interest, your CV, and contact details for three referees. Applications should be in English. Interviews and appointments may take place as suitable applications are received; early application is encouraged.