



Job Description

Job Title: MYP and DP English Language and Literature/ English Language Acquisition Teacher

Reports to: Head of Language Department/IB Coordinator/Principal

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.

Aims

- Maintain, refine, and deliver an engaging MYP and DP language curriculum
- Create learning experiences that include hands-on activities, making full use of CSM School's facilities as well
- Monitor student progress through effective assessment techniques and communicate progress effectively to students and parents
- Ensure that every student is adequately prepared for the rigorous learning of the International Baccalaureate

Duties and Responsibilities:

- Teach up to 24 hours a week
- Develop, maintain, and continuously update existing unit plans and curriculum-related documents
- Work collaboratively and positively contribute to departmental tasks such as policies, common assessments, instructional practices, grading practices etc.
- Embrace the department focus on critical thinking and student-centered, hands-on, inquiry-based learning
- Encourage all students to take responsibility for their own learning and to review progress against targets
- Serve in a pastoral support capacity in your role as advisor and as the point of contact between home, dorms, and school for your advisees
- Take into account the differing ability of students and differentiate work accordingly
- Set appropriate tasks and challenges according to the published timetable, and ensure that work is regularly evaluated, and students receive constructive feedback
- Maintain accurate records of student progress in line with departmental and school policy
- Organize and run at least one extra – curricular activity
- Chaperone or lead student field trips
- Participate in annual evaluation and professional growth, taking full advantage of professional development opportunities
- Support the school's sanctions and rewards system
- Supervise, and as far as practicable teach, any class of students whose teacher is absent
- Attend all assemblies, staff meetings, Parent/Teacher meetings, planning and preparation days as scheduled

Essential Requirements

- B.S., M.S., or PhD degree in languages from an accredited college or university
- At least 1 years of full-time teaching experience in the relevant subject areas
- Valid teaching certification
- Proven ability to work effectively in a team, preferably involving both national and international staff
- Technological skills at a level that allows creative and effective use of technology in the classroom
- Fluency and accuracy in written and spoken English
- Ability and willingness to teach online and/or in a hybrid context
- Previous experience working with students for whom English is not a first language

- Capable of correct professional etiquette and courtesy with students, staff, and parents
- Strong communication and presentation skills
- Flexibility and proactivity to participate constructively in school activities
- Acceptance to undergo criminal checks and child protection screening
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee
- Experience implementing a STEM curriculum or advising students on independent integrated projects

Personal Attributes

- High level of personal integrity
- Flexible and positive at work
- Well organised with excellent time-management skills
- Adaptable to a fast paced environment
- Able to work under pressure while remaining calm
- Willing to take on multiple tasks
- Self-motivated and enthusiastic
- Team player