

ESCA-Bishkek International School

Job Description: Mandarin 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 over 180 students with more students joining every term. Sixty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty 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. As an IB World School offering the IB Diploma, we are also in the authorisation process for IB PYP and IB MYP. We also have Cambridge International Examinations Accreditation for the IGCSE programme.

Responsibilities

1. Work with the Head of Languages and the Head of Education to develop the Mandarin education programme for children age 11 to 18 following the IB Diploma Programme.
2. Teach Mandarin to age 11 to 16 children as directed by the Head of Languages
3. Collaborate with other teachers to ensure a consistent approach to learning and achievement of standards for each group
4. Integrate ICT in the teaching program and be creative in working with limited resources
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. Take overall responsibility for the assigned year groups and provide a positive learning environment for each student
7. Plan, keep and report appropriate records to school management and parents
8. Organise and manage extra-curricular activities that promote positive interactions among students of all ages
9. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Head of Languages and Head of Education
10. Take an active role in development of the school in partnership with the Head of Languages, Head of Education and other staff.
11. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
12. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
13. Maintain high quality standards in all areas of the school
14. Any other tasks as decided by the Head of Education that contributes to the provision of quality education for children or the effective development of the School.

Reporting

Mandarin Teacher reports to the Head of Languages and the Head of Education.

Timing and Duration

The position is available from the 25th August 2017. The position is part-time

Requirements

- Graduate in Mandarin Language or equivalent
- Qualified Teacher or an experienced graduate with equivalent teaching qualification or experience
- Successful experience as a Mandarin teacher
- Genuine enjoyment of working with school students and proven ability to enable a wide range of children to develop their academic and social potential
- Ability to plan strategically, to set and meet deadlines and to implement plans
- Capable of developing new educational programmes
- Familiarity with Cambridge IGCSE and with IB Diploma programmes is an advantage
- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with students, staff and parents and to gain their confidence and respect
- Near native fluency in spoken and written English
- Other European and Central Asia language skills an advantage

Application

- Send your application in English by email to hr@esca.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.