

ESCA – Bishkek International School

Job Description: Head of Science

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, and have Cambridge International Examinations Accreditation for the IGCSE programme.

The Head of Science leads the science department with responsibility for teaching science subjects in the International Baccalaureate Diploma, Cambridge IGCSE Coordinated Science (or Combined Science) and science in the IB Middle Years Programme, as well as providing support to Homeroom teachers for science topics in the IB Primary Years Programme.

Responsibilities

- 1) Oversee and implement the science education programme for children age 11 to 16 following the IB Middle Years Programme approach, Cambridge IGCSE, and IB Diploma for 16-19 year old.
- 2) Teach at secondary level and set appropriate standards for all levels, including Primary years.
- 3) Establish and manage all science department staff, facilities, and equipment.
- 4) Coordinate the work of other science teachers to ensure a consistent approach to learning and achievement of standards for each group
- 5) Develop long term teaching goals for students and enable students to achieve the goals
- 6) Integrate ICT in the teaching program and be creative in working with limited resources
- 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) Ensure a positive learning environment for each student
- 9) Plan, keep and report appropriate records to school management and parents
- 10) Organise and manage extra-curricular activities that promote positive interactions among students of all ages
- 11) Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Head of Secondary School
- 12) Take an active role in development of the school in partnership with the Head of Secondary School and other staff.
- 13) Act in accordance with the budgets, policies, procedures, directions and decisions of the school management

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- 14) Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
- 15) Maintain high quality standards in all areas of the school
- 16) Any other tasks as decided by management that contributes to the provision of quality education for children or the effective development of the School.

Reporting

Report to the Head of Secondary School

Timing & Duration

The position is available starting 25 August 2017. 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.

Remuneration

Salary and benefits are internationally competitive, including:

- Housing allowance
- Medical insurance
- Travel allowance
- Professional development opportunities

Requirements

- University Degree in Biology or Chemistry or similar
- Qualified Teacher or an experienced graduate with equivalent teaching qualification/experience
- Proven experience as an excellent science teacher for secondary students
- Genuine enjoyment of working with students and proven ability to enable a wide range of students 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
- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with students, staff and parents and to gain their confidence and respect
- A commitment to Professional Development
- Near native fluency in spoken and written English

Desirables

- Familiarity with the IB Middle Years Programme (MYP), Cambridge IGCSE, IB Diploma

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- Other European and Central Asia language skills
- Prior teaching experience in an International environment

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.

Deadline for Applications

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