

# Bishkek International School

---

## **Job Description: Athletics Director and PE 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 270 students from age 2 to 18. 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. BIS is accredited by NEASC Council for International Education. As an IB World School offering the IB Diploma, we are also in the authorisation process for IB PYP and IB MYP. We have Cambridge International Examinations Accreditation for the IGCSE programme.

This position covers Athletics Director for the school overseeing full school sports activities including PE teaching throughout the school, inter-school sports competitions and sports ECAs, and PE Teacher for all classes in Middle & High School.

### **RESPONSIBILITIES**

#### **Athletics Director**

1. Oversee all sports programs for the school, encouraging other staff to take coaching responsibilities and ensuring engagement in sports by as many students as possible in both extra-curricular activities and school sports teams.
2. Represent BIS in the international schools' sports associations in Bishkek and Central Asia.
3. Ensure that BIS is well represented in inter school sports tournaments with both girls and boys teams at both junior varsity and varsity level for cross country, basketball, football, and volleyball if possible.
4. Lead sports team visits to other schools for tournaments, including international trips.
5. Lead weekend sports events for inter-school football and team coaching.
6. Act as a role model in sportsmanship at all times.

#### **PE Teacher**

1. Plan, deliver, and assess PE teaching in the IB middle Years Program (MYP) (age 11-13)
2. Plan, deliver, and assess PE teaching for High School students (age 14-18)
3. Align classroom learning and teaching to MYP and IGCSE approaches, as appropriate.
4. Create an engaging teaching environment that motivates students to learn and ensure all student expectations are high
5. Use a wide range of assessment methods to ensure student knowledge and understanding are appropriately recorded
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 a positive learning environment for each student and inspire students to expand their understanding and use of subject being taught.
8. Enhance lessons through incorporating technology into the teaching program and be creative in working with limited resources.

# Bishkek International School

---

9. Be an exemplary teacher, clearly demonstrating effective planning, teaching and organization, and high standards of achievement and behaviour in lessons.
10. Work with the DP, IGCSE, and MYP coordinators to produce relevant planning documents and attend relevant programme meetings.
11. Collaborate with department members to ensure student performance and benchmarks are met.

## **Extra-Curricular Activities**

1. Organise and lead extra-curricular activities and sports teams that promote positive interactions among students of all ages and develop their creativity and sporting potential.

## **General**

1. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Director of Studies.
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.

## **Head of Athletics & PE**

As described below. The PE Teacher for Primary School, and the PE/Dance teacher for Pre-school and Primary are the only other members of the Department. Their direct line manager is the PYP Coordinator.

- Conduct appraisal for these staff members agreed with their reporting line manager.
- Provide mentoring and support to staff members as required and assist in organising necessary training for staff, with particular regard to agreements made following staff appraisal.
- Organise department staff meetings and electronic communications, as required, to agree and coordinate objectives, activities and department reviews to ensure effective work and cooperation towards shared goals.
- Periodically review departmental resource needs (staff and materials) and present resource proposals to their reporting line manager.
- Carefully manage any delegated budget for the department.
- Ensure the maintenance, safety and safe use of equipment used in the department.

## **REPORTING**

Report to the Director of Studies and to Programme Coordinators as appropriate.

## **TIMING & DURATION**

The position is available starting 19 August 2019. 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.

# Bishkek International School

---

## **REQUIREMENTS**

- Appropriate University Degree.
- Experience teaching middle and high school students
- 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**

- Experience teaching IB programmes
- 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.