

ESCA-Bishkek International School

Job Description: Co-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 about 250 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 within the assigned class group, supporting the Homeroom Teacher in using current curriculum;
- 2) Work with the Homeroom Teacher to differentiate instruction to meet the individual needs of each student;
- 3) Assist the Homeroom Teacher to plan, keep and report appropriate records to the Customer and parents.
- 4) Assist the Homeroom Teacher to organize and manage extra-curricular activities;
- 5) Take an active role in development of the school in partnership with the Homeroom Teacher, the PYP Coordinator and other teachers;
- 6) Act in accordance with the budgets, policies, procedures, directions and decisions of the school management;
- 7) Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times;
- 8) Maintain high quality standards in all areas of the school;
- 9) Any other tasks as decided by management that contributes to the provision of quality education for children or the effective development of the School.

Timing and Duration

The position is available from the 20th August 2018.

Requirements

1. Qualified Teacher or an experienced graduate with equivalent teaching qualification or experience;
2. Genuine enjoyment of working with school students and proven ability to enable a wide range of children to develop their academic and social potential;
3. Ability to plan strategically, to set and meet deadlines and to implement plans;
4. Capable of developing new educational programmes;
5. Familiarity with Cambridge IGCSE and with IB Diploma programmes is an advantage;
6. Excellent interpersonal, team leadership and membership skills;
7. Able to communicate well with students, staff and parents and to gain their confidence and respect;
8. Intermediate level in spoken and written English;

9. 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
- Deadline for application is May 30, 2018

Reporting

The Co-Teacher reports to the Homeroom Teacher for overall work, and to the Head of Languages for language teaching.