

ESCA – Bishkek International School

Job Description: Primary School Form 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 240 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 PYP Coordinator to develop and deliver an education programme based on the IB Primary Years Programme for children in the assigned year group;
- 2) 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;
- 3) Take overall responsibility for the assigned year group and provide a positive learning environment for each student;
- 4) Integrate ICT in teaching programme and be creative in working with limited resources;
- 5) Plan, keep and report appropriate records to school management and parents;
- 6) Organise and manage extra-curricular activities that promote positive interactions among students of all ages;
- 7) Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the PYP Coordinator;
- 8) Take an active role in development of the school in partnership with the Head of Primary School and other staff;
- 9) Act in accordance with the budgets, policies, procedures, directions and decisions of the school management;
- 10) Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times;
- 11) Maintain high quality standards in all areas of the school;
- 12) 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

Primary School Form Teacher reports to the PYP Coordinator.

Timing and Duration

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The position is available starting 20 August 2018. 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
- Language classes and cultural excursions

Requirements

- Qualified Primary Teacher or an experienced graduate with equivalent teaching qualification
- Successful experience as a primary teacher
- Genuine enjoyment of working with primary children 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
- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with children, 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 Primary Years Programme (PYP)
- 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

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