



<b>Title</b>	Nurse	<b>Category</b> (cf Policy 5.101)	Teacher Assistance
<b>Reports to:</b>	Principal	<b>Department:</b>	Elementary School
<b>Job Holder</b>		<b>Start date:</b>	1 August 2019

## **IST Foundational Documents**

### **IST Mission**

Challenging, inspiring and supporting all our students to fulfil their potential and improve the world

### **IST Vision**

IST will be a global leader a global leader in the education of internationally-mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance, and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly, and responsibly.

All members of the IST community will work together to fulfil this vision.

### **Statement of Values**

All members of the IST community are:

- (a) Responsible - We act responsibly, positively and constructively towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.
- (b) Inquiring - We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.
- (c) Compassionate - We empathise with others and act with care, kindness and courage. In our interactions, we behave with patience, generosity and integrity.
- (d) Balanced - We believe in a broad education for our students, seeing the value of participation in a varied curriculum.
- (e) Diverse - We treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences.

### **IST Strategic Plan**

Our Strategic Plan is in place to help our community align efforts to better reach our school's mission, vision and values. This plan is focused on three aims.

#### **1. Personalized Learning:**

- (a) Ensure alignment between the written, taught and assessed curriculum
- (b) Implement a strong, multi-tiered system of support to students, consistent with IST's common understanding of inclusion
- (c) Improve our ability to offer a balanced program with opportunities for excellence in academics, the arts and athletics



- (d) Provide exemplary transition programs between campuses and other institutions of learning
- (e) Ensure reporting models support effective partnerships with parents and their child's learning
- (f) Develop a strong internal professional learning community to embed successful professional learning experiences
- (g) Ensure IST students' appropriate use of technology supports their learning

## 2. **Engaged Community:**

- (a) Improve IST's local, global and international reputation
- (b) Provide opportunities for IST students and faculty to connect with local and global experts
- (c) Develop partnerships within the local community to improve student experiences
- (d) Improve processes and systems to improve communication within the IST community
- (e) Build reciprocal structures to connect alumni with current student
- (f) Establish sustainable and supportive relationships with government ministries
- (g) Promote positive school spirit within and across campuses

## 3. **Ensured Sustainability:**

- (a) Review the master site plan to ensure school facilities support learning experiences
- (b) Maintain fiscal discipline and transparency within IST community
- (c) Develop the school's capacity to recruit/retain excellent employees
- (d) Lessen IST's environmental footprint
- (e) Align governing models with best practice

### **Summary of the Role**

Reporting to the Elementary School Principal and working closely with the designated Vice Principal, the Elementary School Nurse will be responsible for the medical, health and safety support of the elementary children.

### **Preferred Qualifications and Experience**

- (a) Experience: 2+ years' nursing experience. Pediatric nursing experience is an advantage.
- (b) Must have a Diploma in Nursing. Bachelor Degrees are preferred.

### **Professional Competencies:**

- (a) Excellent communication skills in spoken and written form
- (b) Ability to listen well and understand others needs and perspectives
- (c) Sound decision making, solutions focused, knowledge of child protection and health and safety
- (d) Highly effective interpersonal skills with a variety of stakeholders
- (e) Ability to work closely with children, teachers and non-teaching staff in order to provide the highest levels of care.

### **Personal Attributes:**

- (a) Enjoys working/caring for children
- (b) Collaborative team player, empathetic listener
- (c) Integrity and confidentiality
- (d) Internationally minded.
- (e) Intercultural awareness.



## **Responsibilities**

The primary responsibilities for Nurse at Elementary School will be:

- (a) Providing first aid, emergency care and treatment as necessary.
- (b) Responsible for the maintenance of Elementary Campus First Aid Kits.
- (c) The ability to carry out eye and ear tests.
- (d) Keeping up to date and accurate records of children's medical/health issues.
- (e) Maintaining all school medical records accurately, confidentially and safely.
- (f) Administering medications under the elementary school set guidance.
- (g) Maintaining the medical stock of medication and school first aid kits in the nurse's room and being responsible for the hygiene and tidiness of this area.
- (h) Accompany students in school trips.
- (i) Perform any other duties as designated by the Elementary School Principal

## **Job Application Procedure**

Applicants should be based in Tanzania and need to formally apply. Applicants should submit a letter (in English) describing her/his fit and interest in the position along with an up-to-date curriculum vitae which includes the names, addresses and contact details of three (3) referees. Applications and inquiries should be directed before close of business on Friday 22nd March, 2019.