



KEY STAGE 1 TEACHER WITH PHASE LEADERSHIP

Vacancy at Jerudong International School for **1st August 2020**.

We are looking for well qualified and inspirational teachers who empathise with the academic and holistic ethos found in top UK and International Schools; and who will wish to become fully involved with both pastoral care and co-curricular activity within the school. Previous overseas experience is not essential. However, the desire to work in a genuinely international community is.

To apply, please complete the Application Form to be found in the Employment section on the school website (www.jis.edu.bn), where you will also find further details of the post. Please ensure your CV includes a recent photo, and full contact details, including email address, of two professional referees (one should be the applicant's current and most recent employer).

The closing date for applications is **Friday, 10th April 2020** although early applications would be most appreciated. Initial interviews will be by Skype. UK-based short-listed applicants will then be interviewed in London, with overseas applicants interviewed again by Skype or in Brunei itself.

The School is committed to safeguarding and promoting the welfare of all students in its care. Successful applicants must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.

Jerudong International School (Brunei)

- One of the leading International Schools in Asia; situated in Brunei, on the tropical island of Borneo.
- Independent Boarding/Day School, with 1600 students on roll, aged 3-18 (6th Form of c350).
- Exceptional facilities and resources, with a beautiful 120-acre campus.
- Member of HMC, BSA, FOBISIA and COBIS.
- British Curriculum, leading to (I)GCSEs, A Levels and IB Diploma.
- Highly competitive tax free Salary (+ package including Gratuity, Accommodation, Relocation Allowance, Medical Insurance, Annual Flight home, discounted school fees for children).
- c175 Expatriate teachers, mainly from the UK, Australia and New Zealand. Initial 2 Year Contract, but the vast majority stay much longer than that. Currently, over 100 staff children attend JIS.



JOB DESCRIPTION - JUNIOR CLASS TEACHER – INCLUDING EARLY YEARS AND SPECIALISTS SUBJECTS

It would be advantageous for candidates to have an awareness of the teaching of critical and creative thinking e.g. Philosophy for Children.

Accountable to : Head of Junior School and/or Phase Leader

SALARY

The salary is calculated according to experience and qualifications, based on the JIS Teaching Scale. This is very generous. The salary is paid tax free. A gratuity will also be payable at the end of the renewable contract. Teachers also benefit from an excellent accommodation allowance, health insurance, an annual flight allowance, a contribution to relocation expenses and discounted school fees for children.

General Statement of Responsibilities

Mission

At JIS, we challenge ourselves, respect others and inspire positive change. We achieve excellence in every aspect of the school by focusing school improvement in four key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

Challenge: We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

Respect Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

Inspire: We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all teachers to demonstrate these values themselves, with colleagues and with the students.



Classroom Responsibilities

Provision of learning opportunities for every student relative to her/his needs, abilities and stage of development, by teaching a programme that gives each student the opportunity to experience success, and which challenges each student achieve their full potential.

Establishment of effective and positive relationships with students based on mutual respect, recognising the individuality of each student and affirming their cultural identity.

Provision of a safe, effective, challenging learning environment and an attractive and welcoming classroom. Contributing to other display areas around the school.

Planning, Curriculum Delivery and Organisational Responsibilities

Preparation of teaching plans in accordance with school policy, updating plans regularly storing updated versions in the appropriate place on the school's electronic system; plans should show evidence of differentiation for the different abilities of the children.

Developing and managing classroom resources; supporting Heads of Faculty/Heads of Department/Subject Coordinators/Phase leaders in buying new resources to improve provision.

Teaching subjects using the Jerudong International School curriculum in accordance with the school's policy.

Marking and evaluating students' work following the school's marking policy. Feeding back to children and parents as appropriate.

Recording results and completing reports on student achievement following the school's assessment timeline and keeping within deadlines set.

Working in teams to moderate assessments, providing feedback either written or verbal as needed.

Working together in year group teams to plan trips and other activities such as assemblies to enrich the children's educational experience.

Attending meetings and making positive contributions at these meetings; contributing to the school development plan.

Professional development

Showing initiative and being proactive in keeping abreast of teaching and educational developments and sharing enthusiasm and resources with other teachers, attending teacher development programmes, participating in in-service courses (as funding permits) and attending professional meetings; participating in the Professional Review and Development Process.



General Contributions to School Life

Supporting the wider educational and cultural life of the school; leading by example in supporting standards expected of students; performing the pastoral duties of a teacher and tutor; participating in a minimum of 2 extra-curricular activities per week; taking responsibility for the safety of students through supervision duties; supporting school and community programmes, volunteering to support whole school community events. Being a good role model for students; showing respect for peers and commitment to teaching. Being fully involved in and supportive of all aspects of school life both inside and outside the classroom.

Community Responsibilities

Reporting to parents through written reports and parent's evenings on the progress and development of students in the teacher's care. Being available to meet parents on a more informal basis and providing information for them indirectly through the administration and/or counseling staff.

Accountability through Professional Review and Development

All staff will participate in Professional Review and Development which involves setting professional targets in line with school priorities. The process for PRD sees that all staff meet annually with Head of Faculty and Housemaster/mistress or Phase leader to set academic and pastoral targets. Staff are also expected to set a personal professional growth target related to their teaching. The purpose of PRD is to assist staff to identify professional development needs and to help staff to focus their energy on the goals and objectives stated in the JIS strategic plan and other JIS planning documents.

WIDER RESPONSIBILITIES

JIS is a busy environment to which every member of the team contributes wholeheartedly. There are high expectations inside and outside the classroom. This is not a school where the car park clears when the bell goes at the end of the last lesson. The rewards are significant but potential members of the team need to be prepared to throw themselves into a lifestyle with school at the centre. JIS provides holistic education to the students, so this requires a commitment from staff to contribute both in and out of the classroom and to the wide range of community events that take place across the school year.

BOARDING

Between 200-250 students in the Senior School (Year 7-13) are full or weekly boarders. An understanding of the ethos of what boarding entails and the importance of it within the school would be looked upon favourably.

There is a full weekend sporting and activity programme as well as regular events that take place within the boarding community. These activities and events are an important part of the



rich tapestry of life at JIS and all staff are expected to contribute to the successful running of the Boarding Houses.

CO-CURRICULAR ACTIVITIES

Our artistic performances are world class. There are fabulous opportunities to explore the worlds of Art, Drama, Dance and Music with our students. Assistance and even performance from staff plays a vital role in enriching the students' experience at JIS.

Coaching and officiating, particularly in these key sporting areas is paramount to the success of our sporting opportunities:

- Netball
- Football
- Rugby
- Basketball
- Athletics
- Swimming
- Gymnastics
- Badminton

Support for the very successful International Award (DofE) scheme is encouraged as well as running school excursions and trips.

LIFELONG LEARNING

Our community strives to be self-evaluating and self-improving. We run an exceptionally innovative programme of ongoing Professional Development. We rely on members of our team to be problem solving self-starters who contribute to making us all better learners. Potential to help colleagues improve and a willingness to improve one's own practice is an essential attribute of JIS Staff.

JOB DESCRIPTION - JUNIOR SCHOOL PHASE LEADER

Accountable to : Head of School/Principal

Line Manager : Head of Junior School

Additional Roles and Responsibilities for teachers appointed to the position of Phase Leader Junior School.

Allowance : 3 periods per week



Shared/Common Responsibilities

- To play a full and active role in the Junior Senior Management Team and Junior School life, managing the staff, children and parents in the appropriate year groups and to contribute to the strategic planning for improvement across the Junior School.
- To be the first point of contact for any issues arising and bring them to the notice of the Head of School if needed. To keep appropriate paperwork relating to this and maintain effective lines of communication.
- Monitoring and evaluating – to gain an awareness of teaching and learning in your year groups in collaboration with the Subject Coordinators. This may involve being part of the school's appraisal programme.

Through:

- Observations – in line with school policy
 - Regular scrutiny of children's work across the school
 - Informal drop in time
 - Analysis of assessment data
 - Developing an overview of the long, medium, short term planning
 - Regular meetings to discuss pastoral and academic issues and arrange support for any children causing concern
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- To act as a mentor for new staff.
 - To oversee the induction of new children into your year groups, following up on any difficulties to ensure they settle quickly and happily into the school.
 - To assist the headteacher to draw up an annual development plan for your part of school with specific targets for improvement and development. These need to tie in with whole school aims and priorities.
 - To manage the budget for your year groups, allocating funds accordingly and ensuring value for money.
 - To ensure deadlines for publications, reports etc. are met within your year groups, oversee the main events and produce the Year Group Booklets.
 - To ensure effective communication between the SMT and teachers in your year groups
 - To liaise with other phase leaders to ensure smooth transition of pupils across the phases of the school.
 - To ensure the effective implementation of strategies for the improvement of provision for English within your year groups.