



JOB DESCRIPTION

POSITION: High School Japanese Language Teacher
REPORTS TO: Head of Modern Languages and High School Principal
JOB OPENING: 05 - 31 January 2022
External: we reserve the right to end the recruitment process once a suitable candidate is found

Purpose

Jakarta Intercultural School (JIS) educators provide memorable experiences for JIS students. JIS High School teachers are responsible for working collaboratively to develop and implement the High School (HS) program at JIS. JIS educators work in a professional learning community to continuously improve teaching practice for the benefit of the students at JIS in pursuit of our *Mission, Vision, Values and Dreams*.

Qualifications, Experiences and Attributed

1. Minimum Bachelor's degree in Japanese Language compulsory and preferably with a Literature component. Masters qualifications preferred.
2. Relevant Teaching credential
3. Japanese speaker with extensive knowledge of Japanese culture and literature.
4. Able to teach both native speakers and people learning Japanese as a second language.
5. Up to date with the latest developments in language learning and teaching
6. Ability to work in English, including writing academic reports and playing a full role in department and PLC meetings.
7. Minimum five years of experience, preferably with experience teaching IB courses in Japanese
8. Preferred courses include IB A Japanese SL/HL; IB B Japanese SL/HL; The ability to teach at least one other subject would be advantageous
9. Ability to promote Japanese culture and our Japanese program through language and cultural activities
10. The ability to be a role model for reading by creating a classroom culture where using the library and reading for pleasure in the target language is valued
11. Demonstrated organizational ability and effective communicative, writing and interpersonal skills
12. Documented knowledge of IB requirements and being a current examiner is advantageous
13. Advocate for Differentiated Instruction and the ability to cater for a diverse range of abilities
14. Experience with, and commitment to, a Professional Learning Community and departmental work
15. An ability to work collaboratively as a member of a large department
16. Experience using computers and other electronic teaching tools, including Google Suite, web-based resources, Powerschool and/or other contemporary software
17. Demonstrated background in associating with students outside the classroom environment – this could include experiences in drama, sports, clubs, music or other non-academic endeavours.
18. A commitment to international education and developing global citizens of the future.

19. A clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship

Duties and Responsibilities

1. Working closely with the Head of Department to plan cooperatively, develop curriculum and maintain a positive, professional school climate
2. Participating in professional learning
3. Maintaining an open attitude toward new ideas and accepting of others whose experiences, opinions, and beliefs may differ
4. Engaging with the JIS Professional Growth and Appraisal process
5. Continuing to develop pedagogy that benefits student learning
6. Ensuring effective delivery of curriculum and contributing to the ongoing development of our written curriculum.
7. Providing effective feedback using common formative and summative assessments that help to shape the next learning experience
8. Demonstrating knowledge and skills in the content areas and explicitly developing the Learning Dispositions Collaborating with the Student Support Team and executing ILPs as appropriate for students in their charge
9. Building positive interpersonal relationships and actively engaging in Child Safeguarding practices
10. Developing and promoting positive interactions among our diverse student body
11. Fostering a sense of identity and pride in the school among students, parents, and colleagues
12. Collaborating with the department team, school-wide teams, and Student Support Team
13. Ability to collaborate with the other language teachers, both within and between divisions
14. Communicating effectively with all members of the JIS community
15. Empowering students to take responsibility for their learning and actions
16. Identifying and seeking support when in need
17. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
18. Able and willing to work in an asynchronous or synchronous online platform if necessary
19. Work with High School administration and counselors to support Japanese students applying for early graduation
20. Performing other related duties and assuming other responsibilities as assigned by the Head of Department and/or HS Principal

Duties and Responsibilities unique to this position

21. Working closely with the Head of Admissions as required to a) promote proactively the JIS Japanese language program beyond the school, b) support incoming families and admissions throughout the application process.

TO APPLY

Interested qualified candidate, please send your cover letter, resume, and 3-5 list of professional references to the Human Resources Manager, Megumi Runturambi, at application@jisedu.or.id