

Full-time Cover Teacher for the Primary School (6 months)

Primary School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The position is a full-time teaching role to provide necessary cover for teachers of all classes in the Primary School on Zug Campus (EY1 – Gr 5 including specialist lessons). The Full-time Cover Teacher for the Primary School works in collaboration with the Assistant Principals to provide cover for teachers who may be absent due to illness or attending Professional Development. The role may require longer term cover for absent colleagues and is limited to the end of the school year.

Full-time Cover Teacher for the Primary School is expected to:

Main Responsibilities

- Provide cover for teachers or Assistant Teachers in the Primary School under the direction of the Assistant Principals.
- Be aware of those students with particular medical needs, learning needs (EAL, LS) or behavioral needs
- Closely follow the plans/guide for the day provided by the teacher
- Provide appropriate feedback to students about their learning
- Be mindful of the routines and structures used by the teacher and explain any changes to the routine

Working with ISZL Colleagues

- Provide feedback for the teacher about the day's learning, about the students and share any potential cause for concern.
- Plan and prepare for any subsequent days or if the teacher is unable to provide plans (usually due to an emergency situation)
- Become familiar with the details of primary curriculum, the programme of inquiry and guiding statements

Working with ISZL Parents and External Community

- Communicate in general terms to parents, referring any questions or concerns to the teacher
- If required to take over a class, establish collaborative and positive relationships with parents, including communication through email, Schoology or face to face meetings

Other

- Attend regular Primary School faculty meetings and other meetings as necessary
- Support students and faculty in outdoor learning and lunchroom supervision

- Remain current in professional practices and educational research including innovative technologies and information literacy, with particular regard to Primary Years pedagogy
 - Liaise with Technology Support to ensure a full understanding of the educational technology used at ISZL
 - Other duties as assigned by the Primary Principal or Assistant Principals
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Required and Preferred Qualifications

- Qualified and experienced teacher preferably across a range of ages
 - An understanding of the IB PYP
 - Ability to successfully use educational technology in the instructional programme and for communication within the school eg Google Workspace, Seesaw and Apple products
 - Commitment to the ISZL Mission and Vision
 - Ability to establish and maintain rapport and effective working relationships with faculty, students, administration and parents
 - Excellent organizational skills
 - Excellent communication (written and verbal) skills in English
 - Ability to work effectively in a team as well as to show initiative and work independently
 - Ability to maintain confidentiality
 - Ability to function effectively under pressure and be flexible
 - A pleasant and friendly personality
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.