

POSITION: Elementary Upper Classroom Teacher (Grade 3-5)
REPORTS TO: Elementary School Principal
CONTRACT TERM: 2 School Years (2025-2027)
CONTRACT START DATE: 1 July 2025
JOB OPENING: 9 September 2024

External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

Jakarta Intercultural School (JIS) educators are committed to providing transformative learning experiences that inspire and challenge JIS students. As members of a professional learning community, JIS Elementary School (ES) teachers collaborate to refine and advance the ES program, aligning their practices with our Mission and Vision. Dedicated to continuous professional growth, JIS educators strive to innovate and improve their teaching methods to enrich the educational journey of every student.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Bachelor's degree in Education, Early Childhood Education, or a related field; Master's degree preferred.
2. Valid teaching credential in a related field.
3. At least five years of classroom teaching experience in Early Childhood or Elementary Education.
4. Prior experience in an international school setting is preferred.
5. Skilled in employing contemporary educational models and instructional strategies to enhance curriculum delivery and student learning outcomes
6. Committed to a student-centered approach and differentiated instruction.
7. Proficient in integrating technology in a developmentally appropriate manner to enhance teaching and learning.
8. Active participation in a Professional Learning Community, collaborating in course design, lesson delivery, and assessment.
9. Openness to new ideas and diverse perspectives
10. Experience in leading extracurricular activities is advantageous.
11. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Curriculum Delivery and Instructional Excellence

- Deliver the Elementary curriculum effectively, utilizing diverse teaching strategies to accommodate varying learning styles and developmental needs, ensuring that instruction is aligned with the latest educational standards and practices.
- Build strong foundations in literacy and numeracy through targeted strategies that promote reading, writing, and mathematical skills.
- Employ inquiry-based learning techniques and guide students through hands-on investigations and exploratory projects that encourage critical thinking and problem-solving skills.
- Integrate social and emotional learning (SEL) principles into daily activities and lessons, fostering emotional intelligence and interpersonal skills alongside academic growth.
- Incorporate technology effectively into the curriculum to enhance learning outcomes and engage students.
- Actively develop the JIS Learning Dispositions—Resilience, Resourcefulness, Relating, and Reflecting—within students through intentional teaching methods and curriculum integration.

Collaborative Curriculum Development

- Collaborate with grade-level teams to plan and develop curriculum, maintaining a positive, professional school climate.
- Continue to enhance pedagogy and contribute to curriculum development, ensuring the effective delivery of the curriculum.

Professional Development and Evaluation

- Participate actively in professional development, accepting and acting on professional feedback.
- Engage with the JIS Growth and Appraisal process to continuously refine teaching practices and align with educational standards.

Assessment and Student Support

- Utilize formative and summative assessments to guide the next learning steps, providing effective feedback to shape student learning experiences.
- Collaborate with the Student Support Team, implementing Individual Learning Plans (ILPs) and supporting students' diverse needs.

Community and Student Engagement

- Foster a school culture of respect, identity, and pride among students, parents, and colleagues.
- Build positive interpersonal relationships, actively engage in Child Safeguarding Practices, and promote positive interactions among our diverse student body.
- Empower students to take responsibility for their learning and actions, encouraging self-directed learning and personal growth.
- Lead extracurricular activities that enhance student collaboration, performance, and leadership.
- Organize and actively participate in school trips, including multi-day and overnight excursions, to enrich students' educational experiences.

Collaboration and Communication

- Collaborate with specialists, schoolwide teams, and the Student Support Team to enhance educational outcomes.
- Communicate effectively with all members of the JIS community, ensuring clear and open communication channels.

Adaptability and Support

- Adapt to both asynchronous and synchronous online teaching formats when necessary.
- Identify and seek support from peers and administration when in need, and provide peer support to maintain a collaborative work environment.

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties and assume other responsibilities as assigned by the Elementary School Principal.

TO APPLY

Interested candidates should apply directly by email to teachingapplication@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence and the candidate's country of origin.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.