

**POSITION:** Substitute Teacher  
**REPORTS TO:** Divisional Principal

### PURPOSE

Under the supervision of the Principal, the Substitute Teacher is responsible for managing the classroom environment and facilitating the learning process in the absence of the regular teacher. This role involves maintaining a productive and safe learning environment, adhering to lesson plans, and ensuring students remain engaged and meet their learning objectives.

### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum Bachelor's degree in Education or a related field (preferred).
- At least three years of relevant work experience.
- Teaching certification or demonstrated teaching experience.
- Strong classroom management skills and the ability to engage students effectively.
- Flexibility and adaptability to work across various grade levels and subjects.
- Excellent communication and interpersonal skills.
- Proficiency in English and Bahasa Indonesia.
- Proficient in integrating technology to enhance learning.
- A strong commitment to child protection, safety, service learning, and environmental stewardship.

### DUTIES AND RESPONSIBILITIES

#### Classroom Management

- Maintain a disciplined and orderly classroom environment.
- Enforce the school's code of conduct and manage student behavior per school policies.
- Ensure the safety and well-being of all students during school hours.

#### Instructional Delivery

- Follow lesson plans provided by the regular teacher to deliver instruction effectively.
- Adapt teaching methods to accommodate different learning styles and needs.
- Engage students in active learning through discussions, group work, and interactive activities.

#### Lesson Planning and Preparation

- Review and prepare materials and resources as outlined in the provided lesson plans.
- Develop supplemental activities if necessary to support learning objectives.
- Adjust lesson content as needed to fit the time available and the students' understanding.

#### Assessment and Feedback

- Monitor student progress and participation during lessons.
- Provide feedback to students to support their learning and understanding.
- Record and report any significant issues or achievements to the regular teacher upon their return.

#### Communication

- Communicate clearly and professionally with students, staff, and administrators.
- Report any classroom incidents, challenges, or successes to the appropriate school personnel.

- Collaborate with other teachers and staff as needed to ensure continuity of instruction.

**Professional Development**

- Stay informed about school policies, curriculum, and teaching strategies.
- Participate in training sessions or meetings as required by the school administration.

**Professional Dispositions and Responsibilities**

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

**NOTE**

This is not a full-time position. Successful candidates will be added to our substitute teacher database and contacted for coverage opportunities as they arise, which may be on a daily or monthly basis, depending on our needs.

**TO APPLY**

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto:recruitment@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.
- 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.