

---

<b>POSITION:</b>	High School Korean Language and Literature and Mandarin Language Teacher
<b>REPORTS TO:</b>	High School Principal
<b>CONTRACT TERM:</b>	2 School Years (2025-2027)
<b>CONTRACT START DATE:</b>	1 July 2025
<b>JOB OPENING:</b>	1 November 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 High School (HS) teachers collaborate to refine and advance the HS 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 Korean or Mandarin, preferably with a literature component. Master's degree preferred.
2. Valid teaching credential in a related field.
3. Native Korean speaker with extensive knowledge of Korean culture and literature, able to teach Korean as a first language.
4. Proficient Mandarin speaker with extensive knowledge of Chinese culture, able to teach Mandarin as a second language.
5. At least five years of teaching experience.
6. Experience in teaching IB courses such as IB Korean Language and Literature or IB B Mandarin (SL/HL).
7. Familiarity with the latest developments in language learning and teaching.
8. Ability to communicate effectively in English, including writing academic reports and participating in meetings with various stakeholder groups.
9. Demonstrated expertise with a variety of texts and text types, including literature and language/media texts.
10. Prior experience in an international school setting is preferred.
11. Skilled in employing contemporary educational models and instructional strategies to enhance curriculum delivery and student learning outcomes
12. Committed to a student-centered approach and differentiated instruction.
13. Active participation in a Professional Learning Community, collaborating in course design, lesson delivery, and assessment.
14. Openness to new ideas and diverse perspectives
15. Willingness to engage in student advisory and pastoral programs.
16. Experience in leading extracurricular activities such as drama, sports, clubs, or music is advantageous.
17. Strong commitment to child safeguarding, service learning, and environmental stewardship.

### **DUTIES AND RESPONSIBILITIES**

#### **Curriculum Delivery and Instructional Excellence**

- Deliver the Korean Language and Literature and Mandarin Language Acquisition curricula effectively, utilizing diverse teaching strategies to accommodate varying learning styles and needs.
- Demonstrate expertise in both first-language Korean and second-language Mandarin education, ensuring that instruction aligns with IB standards and school best practices.
- Develop students' proficiency in both written and spoken Korean and Mandarin, focusing on high-level language development in Korean and foundational to intermediate language development in Mandarin.
- Engage students with a variety of Korean literary texts, fostering analytical and interpretive skills while exploring the cultural and historical contexts of Korean literature.
- Support students in acquiring Mandarin as a second language, using immersive, interactive strategies to develop vocabulary, grammar, and communication skills in real-world contexts.

- Promote language learning through interactive activities such as discussions, debates, role-plays, and presentations that enhance both creative and critical thinking.
- Incorporate the study of Korean and Chinese cultures, values, and traditions into the curriculum, promoting intercultural understanding and global citizenship.
- Encourage students to demonstrate their language skills through performance-based assessments such as presentations, debates, creative writing, and project-based learning, ensuring the practical application of their language skills.
- 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 the Head of Department 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.
- Participate in the collaborative development of teaching materials and assessments that reflect best practices in language acquisition and first-language instruction.

#### **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 engaging in Child Safeguarding Practices and promoting 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, teaming, talent, 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 department teams, 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.

#### **Professional Development and Evaluation**

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

#### **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 High School Principal or Head of Department.

### **TO APPLY**

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