International School of Tanganyika

Challenge | Support | Inspire

Terms of Reference

Title:	Teacher Intern (2 Positions)	**Category** (cf Policy 5.101)	Honorarium/Stipend
Reports to:	Secondary School Principal	**Department:**	Faculty
Holder:		**Start Date:**	01 August 2025

Organisational Context

The International School of Tanganyika (IST) enjoys a reputation as a leading educational institution in Africa. Our mission is to challenge, support, and inspire our students to fulfil their potential and improve the world. Founded in 1963, our longevity and solid international reputation have been developed through effective partnerships with our local community, strong academic results, and a well-balanced curriculum that allows students to explore their passions and interests. IST has a strong reputation for academic achievement, a rich extra-curricular program, and a high degree of commitment to community engagement and service. We are proud of our balanced program that prepares students to be active and healthy citizens with diverse interests.

Summary of the role

The work experience program provides young Tanzanian adults who aspire to work in education with the opportunity to gain skills, experience, and training for a future career. Work experience participants observe and assist in the Mathematics and Individual & Societies Classrooms while gaining exposure to an international school setting. They are provided with training and mentorship to work with students in a classroom setting under the guidance of a lead teacher or teachers. In addition to the classroom experience, the participants gain valuable experience working in a cross-cultural setting with students, parents, and teachers from around the world. During the internship period, the Teacher Intern may be required to work as a substitute/cover teacher in the absence of a regular teacher to aid students in understanding a subject matter, as well as to provide skills required for programmed lessons and purposeful training for the classroom he/she is assigned.

Upon completion (1 year) of the work experience program, the participant is eligible to apply for a traineeship in which trainees continue interning at the school while pursuing teaching qualifications at an internationally recognised institution in a bursary model supported by the school. Traineeships are limited and highly competitive.

General Responsibilities

- Assists in creating a learning environment where students can experience growth and develop their full potential;
- Works with students to support their needs on an individual and/or small group basis;
- Maintains and respects the confidentiality of student and school personnel information;
- Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school policies;
- Ensures adequate supervision to assure the health, welfare, and safety of all students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Assists with the general preparation and organisation of supplies and teaching materials;
- Supports the supervision of students in and out of classroom activities during the school day;
- Works as a proactive team member while developing and maintaining positive relationships with colleagues, students, and parents;
- Establishes effective communication with colleagues, students, and parents
- Participates in curriculum and staff development opportunities as required;
- Maintains a high level of professional competence through in-service education and professional growth activities;

Perform other duties as assigned, including special projects as requested by the Principal.

Education

- A University degree in Education with a specialisation in Mathematics and Individual & Societies.

Skills, Competencies, and Experience

- Tanzanian Citizen
- Age: 23- 28 years old
- No Criminal Record
- Exhibits patience and empathy when dealing with students
- Communicates and plans in a positive, collaborative manner
- Willing and enthusiastic to learn teaching and learning approaches and methods
- Supervise students outside of the classroom in an active manner.
- Work with the administration to help foster a positive school culture
- Contribute to school initiatives, such as working committees, extra-curricular activities, assemblies, and school events.
- Computer literacy is required, as is experience with business software, such as Google Workspace, and online communications tools for meetings and webinars.
- Demonstrated ability to read, write, and speak fluent English and Kiswahili. Knowledge of any additional language is an added advantage.
- Individual Interns should be interested in other cultures and an appreciation of diversity.

Remuneration

Interns shall receive a monthly honorarium/stipend and health insurance.

Mode of Application

Prospective interns need to apply for this program formally. Applicants should submit a letter (in English) describing her/his fit and interest in the position along with an up-to-date curriculum vitae containing names, addresses and contact details of three (3) referees. Applications and enquiries should be directed to email: internship@istafrica.com by Friday, 11 April 2025.