International School of Tanganyika
Challenge | Support | Inspire

Title	Cover Teacher	**Category** (cf Policy 5.101)	Teacher
Reports to:	Principal	**Department:**	Secondary School
Job Holder	Mathematics Cover Teacher	**Start Date**	August 01, 2025

IST Foundational Documents

IST Mission
Challenge, support and inspire all learners to become accountable citizens who find their own paths and thrive in a dynamic world.

IST Vision
IST is a pioneering International Baccalaureate Continuum school that ignites a lifelong passion for learning.

We are a diverse and vibrant community that values student agency and cultivates local and global partnerships in an open and adaptive learning environment.

IST fosters exploration, collaboration, and authentic experiences that develop resilient and compassionate individuals.

Core Values
- Respect
- Service
- Well-being
- Belonging
- Growth

Mission Impacts
- An accountable citizen recognizes their impact and responsibility to their communities. They are equipped with knowledge, empathy, and ethical commitment. They embody the school's values and contribute positively to society.
- Learners will collaborate with mentors and are empowered to explore diverse opportunities that extend and enrich the curriculum.
- Learners are self-driven, curious and confident. They are creative and imaginative thinkers who can develop solutions, seize opportunities, and adapt in the face of adversity.

Strategies
In order to support our mission, vision and values, IST will:

Strategy 1 - Leveraging Community
Leverage the IST community and local and global partners.

Strategy 2 - Professional Growth
Attract, develop, and retain exceptional professionals who embody IST's mission, vision, and values.

Strategy 3 - Innovation & Learning
Explore, create, and implement innovations in the educational ecosystem in support of learner agency, academic rigor, and the pursuit of excellence.

Strategy 4 - Future Focus
Implement transformative approaches to resource management focused on environmental responsibility and efficiency, financial viability, and institutional continuity.

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Summary of the Role

The Mathematics Cover Teacher is responsible for delivering pre-planned or collaboratively developed mathematics lessons to students in the MYP and/or DP programs. The role is critical in maintaining instructional continuity and upholding IST's high standards of teaching and learning. While this is a temporary position, the teacher is expected to fully engage with students, staff, and school routines as an active member of the IST community.

Preferred Qualifications and Experience

(a) Bachelor's degree in Mathematics or a related field
(b) Valid teaching certification
(c) Experience teaching mathematics in MYP and/or DP preferred
(d) Experience in international and/or IB schools is highly desirable
(e) Strong interpersonal skills and adaptability

Professional Competencies:

(a) Excellent communication skills in spoken and written form
(b) Educational leader and outstanding teacher
(c) Sound decision making, solutions-focused, knowledge of child protection, health and safety
(d) Experience in developing and/or sustaining high-performance teams
(e) Highly effective relationship developer with a variety of stakeholders
(f) Expert knowledge of IB Standards and Practices, and expert knowledge of the DP curriculum framework

Personal Attributes:

(a) Collaborative team player, empathetic listener
(b) Integrity and confidentiality
(c) Strategic thinker, able to convert vision into action
(d) Internationally minded, emotional intelligence
(e) Intercultural awareness, creative, and persuasive
(f) Flexible and capable of managing growth and instilling high standards
(g) Adept in multilingual settings, spirited, pioneering, professional and nurturing
(h) Committed to IST's values of Respect, Belonging, Well-being, Service, and Growth

Responsibilities

The primary responsibilities for the Mathematics Cover Teacher at a Secondary School will be:

Planning and Organization: Teachers will display developed planning and organizational skills.

(a) Develop new methods and materials to meet changing curriculum needs
(b) Plan cooperatively with the instructional team on a regular basis.

Instructional Techniques: Teachers will demonstrate the use of a variety of teaching methods that support and exemplify the values of the PYP/MYP/DP.

(a) Convey instructional benchmarks/assessment criteria/guidelines to students and display them in the classroom.
(b) Display a thorough understanding of the typical developmental characteristics of the taught age group.
(c) Use a variety of instructional methods and differentiate effectively to facilitate different learning styles and abilities.
(d) PYP: Display an understanding of inquiry and model the inquiry process.
(e) Establish high, but attainable, learning expectations that are clear to all.

Effective Communication: Teachers will use effective personal and professional communication skills.

(a) Set an example and encourage socially acceptable behaviour eg, correct usage of language and manner.
(b) Maintain a professional and positive tone in both oral and written communication with children, colleagues and parents.
(c) Use appropriate writing for school communications, editing as necessary.
(d) Provide free and easy communication between home and school using class webpage, newsletters, linkbooks, diaries, email, phone calls, etc.

Classroom Management and Organisation: Teachers will maintain a positive and stimulating classroom environment through effective classroom management skills.

(a) Actively engage children in learning activities
(b) Manage student discipline and classroom routines consistently and effectively.
(c) Maintain an orderly learning environment.
(d) Maintain a positive social and emotional tone in the classroom.
(e) Establish high, but attainable, behavioural expectations that are clear to all.
(f) Provide an engaging, dynamic and student-centred classroom environment.

Assessment and Reporting: Teachers will use a wide variety of appropriate student assessments.

(a) Assess skills and concept understanding frequently and appropriately for different developmental levels and learning styles.
(b) Maintain clear assessment records.
(c) Use student input to create rubrics whenever possible and assist students in appraising their own work.

Professional Responsibilities: Teachers will display a professional attitude and ethic.

(a) Consistently meets the IST Norms of Collaboration, school and IB responsibilities, deadlines and working hours.
(b) Seek professional development opportunities and willingly share professional knowledge with colleagues.
(c) Actively participates in faculty meetings, in-service presentations, assemblies and school events.
(d) Communicates and plans in a positive, collaborative manner.
(e) Dresses in a professional manner according to the IST dress code.

Contributions to the Wider Life of the School: Teachers will contribute to the wider life of the school.

(a) Supervise students outside of the classroom in an active manner.
(b) Work with the administration to help foster a positive school culture.
(c) Contribute to school initiatives, such as working committees, extra-curricular activities, assemblies, and school events.

Safeguarding and Child Protection

IST is committed to the safety and well-being of all students. The Mathematics Cover Teacher is expected to follow all school safeguarding policies and participate in training as required.

Perform any other duties as designated by the Principal.

Particulars of the Search

Prospective Cover Teachers should be based in Tanzania and need to apply 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. The names, addresses and contact details of three (3) referees. Applications and enquiries should be directed to facultyrecruitment@istafrica.com