

POSITION: High School English Language and Literature Teacher and English as an Additional Language (EAL) Teacher
REPORTS TO: High School Principal
CONTRACT TERM: 2 School Years (2026-2028)
CONTRACT START DATE: 1 July 2026
JOB OPENING: 22 September 2025

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 English, TESOL, Education, or a related field required; Master's degree preferred.
2. Valid teaching credential with an EAL endorsement or English certification
3. Minimum of five years of experience teaching English Language and/or EAL, ideally in an international school setting
4. Strong foundation in language acquisition theories, instructional strategies, and English language and literature curriculum standards
5. Experience in teaching English to IB or AP level is preferred.
6. Experience with IB Theory of Knowledge, advising IB Extended Essays, and teaching AP Research or AP Seminar is advantageous.
7. Documented success in co-planning and co-teaching within core academic subjects to support language learners in diverse classroom settings
8. Proficiency in using formative and summative assessments to guide instructional decisions and monitor student progress
9. Demonstrated expertise with a variety of texts and text types, including literature and language/media texts.
10. Willingness to teach both IB and/or AP courses and General English courses.
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 English Language and Literature curriculum and EAL support services using varied teaching strategies to accommodate different learning styles and align with academic standards.
- Engage students in critical thinking and analytical skills through a diverse selection of literary texts and media, fostering a deeper understanding of language's cultural impact.
- Provide individualized and small-group support for EAL students to enhance listening, speaking, reading, and writing skills.
- Co-plan and co-teach with core content teachers using models like parallel, station, and team teaching to integrate language learning into content instruction.
- Adapt and scaffold materials to support EAL students' comprehension of complex texts, utilizing age-appropriate technology and assistive tools.
- Actively develop the JIS Learning Dispositions—Resilience, Resourcefulness, Relating, and Reflecting—within students through intentional teaching methods and curriculum integration.

Assessment and Student Support

- Utilize formative and summative assessments to guide the next learning steps, providing effective feedback to shape student learning experiences.
- Administer WIDA or equivalent assessments to determine English proficiency levels, guiding placement and tailored support in EAL programs
- Conduct ongoing formative and summative assessments, using data to inform instruction and track student progress
- Work with the SST to develop and implement Individual Learning Plans (ILPs) for students requiring additional support, ensuring goals align with both language and academic development
- Provide feedback and guidance to students to encourage self-advocacy and ownership of their learning journey

Collaboration and Communication

- Collaborate with department teams, schoolwide teams, and the Student Support Team to enhance educational outcomes.
- 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.
- Collaborate with team members to document learning plans, support strategies, and outcomes for EAL and English students
- 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.
- Stay current with best practices by participating in professional learning opportunities.
- Engage in regular collaborative reflection with co-teachers, assessing the effectiveness of co-planned and co-taught lessons and adjusting strategies as needed to support student progress.
- Contribute to the professional learning community by sharing expertise, resources, and effective instructional strategies.
- Engage with the JIS Growth and Appraisal process to continuously refine teaching practices and align with educational standards.

Community and Student Engagement

- Foster a positive and inclusive classroom culture, promoting cultural understanding and respect among students with diverse linguistic backgrounds
- Develop workshops for parents on supporting adolescent language development, academic transitions, and social-emotional growth
- Build strong partnerships with families to communicate student progress, goals, and opportunities for growth in language and literacy.
- 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.

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.

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.