

POSITION: Middle School English Teacher
REPORTS TO: Middle School Principal
CONTRACT TERM: 2 School Years (2026-2028)
CONTRACT START DATE: 1 July 2026
JOB OPENING: 30 October 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 Middle School (MS) teachers collaborate to refine and advance the MS 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, Education, or a related field. Master's degree preferred.
2. Valid teaching credential in English or a related field.
3. Minimum of five years of teaching experience in English or Language Arts, preferably in a Middle School setting.
4. Prior experience in an international school setting is preferred.
5. Skilled in employing contemporary educational models and instructional strategies to enhance curriculum delivery and student learning outcomes
6. Committed to a student-centered approach and differentiated instruction.
7. Active participation in a Professional Learning Community, collaborating in course design, lesson delivery, and assessment.
8. Openness to new ideas and diverse perspectives
9. Willingness to engage in student advisory and pastoral programs.
10. Experience in leading extracurricular activities such as drama, sports, clubs, or music is advantageous.
11. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Curriculum Delivery and Instructional Excellence

- Deliver the English curriculum effectively, utilizing diverse teaching strategies to accommodate varying learning styles and needs.
- Demonstrate expertise in English language and literature, ensuring that instruction is aligned with the latest educational standards and practices.
- Teach students to develop and enhance their writing skills across various genres, including creative writing, persuasive essays, and analytical writing.
- Foster a love of reading by guiding students through a range of literary genres and helping them cultivate critical thinking through literary analysis.
- Integrate vocabulary development and grammar instruction into the curriculum to ensure students' mastery of language mechanics in both spoken and written forms.
- Utilize inquiry-based learning strategies to encourage curiosity and independent thinking, guiding students to explore complex texts, themes, and ideas.
- Incorporate technology and multimedia tools to enhance students' reading, writing, and analytical abilities.
- Through intentional teaching methods and curriculum integration, actively develop the JIS Learning Dispositions—resilience, resourcefulness, relating, and reflecting—within students.

Collaborative Curriculum Development

- Collaborate with the Head of Department to plan, design, and refine the English curriculum to ensure alignment with schoolwide goals and initiatives.
- Contribute to interdisciplinary curriculum development, ensuring English language skills are integrated across other subject areas.
- Stay current with best practices in English language instruction and continuously update curriculum materials.

Professional Development and Evaluation

- Participate actively in professional development, accepting and acting on professional feedback.
- Engage with the JIS Growth and Appraisal process to continuously refine teaching practices and align with educational standards.
- Collaborate with colleagues in professional learning communities to share strategies and improve teaching and learning outcomes.

Assessment and Student Support

- Utilize formative and summative assessments to guide instruction and provide meaningful feedback on student progress.
- Collaborate with the Student Support Team (SST) to implement Individual Learning Plans (ILPs) for students, providing additional support as needed.
- Monitor and assess students' academic progress, communicating regularly with students and parents about learning outcomes.

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 (SST) to enhance educational outcomes.
- Communicate effectively with all members of the JIS community, ensuring clear and open communication channels.
- Work closely with grade-level teams to plan and deliver advisory lessons, and ensure consistency across grade levels.

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 Middle 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.