JIS Jakarta Intercultural School

JOB OPENING

POSITION:	High School English Language and Literature Teacher
REPORTS TO:	High School Principal
CONTRACT TERM:	2 School Years (2027-2029)
CONTRACT START DATE:	1 July 2027
JOB OPENING:	21 October 2026

External: We reserve the right to end the recruitment process once a suitable candidate is found.

POSITION OVERVIEW

At Jakarta Intercultural School (JIS), High School English encourages students to explore diverse perspectives, develop their voices, and deepen their understanding of language, literature, and the world around them. Through the study of literary and non-literary texts, students strengthen their reading, writing, communication, and analytical skills while examining how language shapes meaning, identity, and culture.

The **High School English Language and Literature Teacher** creates engaging, inquiry-based learning experiences that foster critical thinking, literary analysis, and effective communication. Teaching across General English, IB, and AP courses, the English teacher guides students in interpreting a wide range of texts, developing thoughtful arguments, and expressing ideas with clarity and confidence. Working collaboratively with English Department colleagues, the English teacher supports diverse learners and contributes to the continued development of the High School English program.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Bachelor's degree in English, Literature, or a related field required; Master's degree preferred.
2. At least five years of teaching experience in English Language or Literature.
3. Experience teaching English at the IB or AP level is preferred.
4. Experience with IB Theory of Knowledge, advising IB Extended Essays, and teaching AP Research or AP Seminar is advantageous.
5. Experience as an IB examiner, IB workshop leader or AP Reader is advantageous.
6. Demonstrated expertise with a variety of texts and text types, including literature and language/media texts.
7. Willingness to teach both IB and/or AP courses and General English courses.
8. Willingness to teach English as an Additional Language (EAL) is advantageous.
9. Prior experience in an international school setting is preferred.
10. Skilled in employing contemporary educational models and instructional strategies to enhance curriculum delivery and student learning outcomes
11. Committed to a student-centred approach and differentiated instruction.
12. Active participation in a Professional Learning Community, collaborating effectively in course design, lesson delivery, and assessment.
13. Openness to new ideas and incorporating diverse perspectives from world literature
14. Willingness to engage in student advisory and pastoral programs.
15. Experience in leading extracurricular activities such as drama, sports, clubs, or music is advantageous.
16. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Curriculum Delivery and Instructional Excellence

- Deliver English Language and Literature curriculum effectively, using diverse teaching strategies to meet various learning styles and needs.
- Demonstrate expertise in English Language and Literature, ensuring alignment with the latest educational standards and practices.
- Develop critical thinking and analytical skills by engaging students with a diverse range of literary texts and media, fostering a deeper understanding of language and its impact on culture and society.
- 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.

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 the latest pedagogical 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 needed, 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, clearly indicating all academic qualifications and professional teaching certifications, including the issuing authority, subject area(s), and grade level(s) covered by each certification.
- List of three to five professional references, including each reference's name, position, relationship to you, 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.