JIS Jakarta Intercultural School

JOB OPENING

POSITION: High School Social Studies: Civics Teacher
(Pendidikan Pancasila dan Kewarganegaraan (PPKn))
REPORTS TO: High School Principal
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

- Minimum Bachelor's degree in Pancasila and Civic Education, Civic Education, Law Science, State Administration, or Constitutional Law. Master's degree preferred.
- Valid teaching credential in a related field.
- At least five years of teaching experience in Pancasila and Indonesian Civics, preferably in an international school setting.
- Knowledge of Curriculum 2013 is required.
- Knowledge of Curriculum Merdeka and the Pancasila Project is preferred.
- Ability to teach at least one other Social Studies course is an advantage.
- Skilled in employing contemporary educational models and instructional strategies to enhance curriculum delivery and student learning outcomes.
- Prior experience in an international school setting is preferred.
- Committed to a student-centered approach and differentiated instruction.
- Active participation in a Professional Learning Community, collaborating on course design, lesson delivery, and assessment.
- Openness to new ideas and diverse perspectives.
- Willingness to engage in student advisory and pastoral programs.
- Experience in leading extracurricular activities such as drama, sports, clubs, or music is advantageous.
- Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Curriculum Delivery and Instructional Excellence

- Deliver the Civics (Pendidikan Pancasila dan Kewarganegaraan (PPKn)) curriculum effectively, utilizing diverse teaching strategies to accommodate varying learning needs.
- Demonstrate expertise in Civics, ensuring that instruction is aligned with the latest educational standards and practices.
- Ensure alignment with government-mandated educational standards.
- Promote a deep understanding of the principles of Pancasila and the Indonesian Constitution, encouraging students to apply these principles in real-world situations and fostering civic responsibility.
- Facilitate discussions on current national and international events, connecting these to the broader concepts of citizenship, democracy, and governance.
- Engage students in community service and civic participation projects that reinforce the importance of active citizenship and contributing to society.

- Incorporate culturally relevant content and examples that reflect the diversity of Indonesia and promote national unity.
- Actively develop the JIS Learning Dispositions—Resilience, Resourcefulness, Relating, and Reflecting—within students through intentional teaching methods and curriculum integration.

Collaborative Curriculum Development

- Work closely with the Head of Department and the Head of the Indonesian Educational Program to plan cooperatively and develop curriculum, maintaining a positive, professional school climate.
- Contribute to the ongoing development of the written curriculum, including interdisciplinary connections with other social studies subjects.
- Collaborate with Bahasa and Religion divisions, as well as Social Studies faculty, to ensure cross-curricular connections and consistent instructional practices.

Professional Development and Evaluation

- Participate actively in professional development, accepting and acting on professional feedback.
- Stay current with the latest developments in Indonesian Civics education and instructional methodologies, particularly those required by the Indonesian government.
- Engage with the JIS Growth and Appraisal process to continuously refine teaching practices and align with educational standards.

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.

Adaptability and Support

- Adapt to both asynchronous and synchronous online teaching formats when necessary.
- Utilize digital tools and platforms such as Platform Merdeka Mengajar to support teaching and learning.
- 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, Head of Department, or Head of the Indonesian Educational Program.

TO APPLY

Interested candidates should apply directly by email to recruitment@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.