Jakarta Intercultural School

JOB OPENING

POSITION:	Elementary School Bahasa Indonesia Teacher
REPORTS TO:	Elementary School Principal
CONTRACT TERM:	1 July 2027 - 30 June 2029
CONTRACT START DATE:	1 July 2027

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

POSITION OVERVIEW

At Jakarta Intercultural School (JIS), the Elementary School Bahasa Indonesia program provides engaging, inclusive learning experiences that develop students' language proficiency, communication skills, and appreciation of Indonesian culture. Through explicit instruction, inquiry-based learning, and authentic communication experiences, the program supports both additional-language learners and proficient or native speakers in developing their listening, speaking, reading, and writing skills.

The Elementary Bahasa Indonesia Teacher designs and delivers differentiated learning experiences that respond to students' varying language backgrounds, proficiency levels, and individual needs. The Bahasa Indonesia teacher uses assessment evidence to guide instruction, support language development, and extend student learning. Working collaboratively with colleagues and student support professionals, the teacher contributes to curriculum development, promotes intercultural understanding, and supports schoolwide cultural activities.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Bachelor's degree in Education, Bahasa Indonesia Education, Indonesian Language and Literature, or a related field; Master's degree preferred.
2. Valid teaching credential in a related field.
3. Minimum five years of teaching experience in Elementary Education, preferably teaching Bahasa Indonesia to students across a range of language proficiency levels.
4. Excellent spoken and written Bahasa Indonesia, with sufficient English proficiency for professional communication and collaboration.
5. Strong understanding of child development, language acquisition, literacy development, and developmentally appropriate instructional practices.
6. Experience developing students' listening, speaking, reading, and writing skills through explicit instruction, inquiry, and authentic language experiences.
7. Ability to design differentiated learning experiences that address the needs of both additional-language learners and proficient or native Bahasa Indonesia speakers.
8. Knowledge of Indonesian language, culture, and traditions, with the ability to integrate cultural understanding into instruction.
9. Demonstrated ability to use formative and summative assessment evidence to inform instruction and monitor student progress.
10. Proficiency in integrating technology in developmentally appropriate ways to enhance teaching and learning.
11. Active participation in a Professional Learning Community, collaborating in curriculum development, instructional practices, and assessment.
12. Strong communication and interpersonal skills, including the ability to build positive relationships with students, families, and colleagues.
13. Openness to new ideas and diverse perspectives.
14. Experience in leading extracurricular activities is advantageous.
15. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Curriculum Delivery and Instructional Excellence

- Design and deliver developmentally appropriate, standards-aligned Bahasa Indonesia learning experiences that develop students' listening, speaking, reading, and writing skills across varying levels of language proficiency.
- Apply a range of effective instructional strategies, including explicit language instruction, inquiry-based learning, and authentic communication experiences.
- Integrate Indonesian language, culture, and traditions into instruction to develop students' intercultural understanding and appreciation of Indonesia.
- Develop students' communication skills, language proficiency, and literacy through meaningful learning experiences appropriate to their linguistic backgrounds and abilities.
- Incorporate technology purposefully and developmentally appropriately to support language learning and student engagement.
- 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 Elementary Bahasa Indonesia team to plan, develop, and review curriculum, instructional practices, and assessment approaches.
- Work collaboratively with homeroom teachers and specialists to support curriculum connections and coordinated learning experiences.
- Contribute to professional learning communities through collaborative planning, reflection, and the sharing of effective practices.

Assessment and Student Support

- Design and implement formative and summative assessments to monitor students' Bahasa Indonesia language development and proficiency.
- Use assessment evidence to inform instruction, provide meaningful feedback, and monitor student progress.
- Differentiate instruction, learning materials, and assessment to address the needs of additional-language learners and proficient or native Bahasa Indonesia speakers.
- Provide appropriate language-learning support and extension opportunities to develop students' proficiency, confidence, and independence.
- Collaborate with the Student Support Team to implement appropriate interventions, accommodations, and Individual Learning Plans.
- Foster a safe, inclusive, and supportive learning environment that promotes positive relationships, student well-being, and a sense of belonging.

Community and Student Engagement

- Foster a school culture of respect, identity, and pride among students, parents, and colleagues.
- Build positive interpersonal relationships, actively engage in Child Safeguarding Practices, and promote positive interactions among our diverse student body.
- Promote appreciation of Indonesian language and culture through participation in schoolwide cultural celebrations and community learning experiences.
- 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, 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 specialists, schoolwide teams, and the Student Support Team to enhance educational outcomes.
- Communicate regularly with families regarding children's learning, progress, and development.
- 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 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 Elementary School Principal.

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.