

Job Title: MYP and DP Language and Literature / with possible Secondary Head of Department (HOD)

Position Type: Full-time, Starting January 2025 (Foreign teacher with international school background)

Summary:

TIS is seeking an inspiring and dynamic individual for the role of MYP and DP Language and Literature Teacher, with the possibility for a Head of Department (HOD) position. This role includes the exciting possibility of teaching DP Theater and/or Theory of Knowledge (TOK) depending on expertise and departmental needs. As a member of the Secondary team, the primary focus is to foster student growth through a deep understanding and implementation of the TIS Purpose. The HOD role encompasses leadership responsibilities, adhering to TIS Leadership Standards, ensuring best practices are applied, and supporting department teachers. The HOD will also be an active participant in the Curriculum Leadership Team (CLT).

Essential Duties and Responsibilities:

- Prioritize student learning in all decision-making processes.
- Model and communicate behaviors and relationships essential for success at TIS.
- Collaborate with colleagues in planning, teaching, and assessing student outcomes.
- Design and deliver effective lessons using curriculum documents, planners, and assessment tools.
- Provide accurate progress reports to students and parents, and address performance concerns.
- Develop essential outcomes and appropriate assessment strategies for each grade level.
- Foster a safe and engaging learning environment that promotes inquiry-based learning.
- Differentiate instruction to meet the needs of all students and encourage student responsibility.
- Ensure student safety and provide pastoral care and guidance.
- Innovate with and without technology, and participate in co-curricular activities.
- Engage in professional growth and development and adhere to the TIS Faculty and Staff Handbook.
- Perform other duties as assigned.

HOD Essential Duties and Responsibilities:

- Implement the TIS Purpose, Strategic Plan, and Program Development Plans.
- Lead department meetings focused on teaching, learning, and moderation.
- Manage departmental resources, budgets, and orders.
- Facilitate and participate in classroom walkthroughs and observations.
- Guide colleagues in setting and reviewing professional goals and conduct regular classroom observations.
- Collaborate with IB Coordinators to develop a coherent curriculum and conduct professional learning.
- Ensure curriculum documentation in ManageBac is accurate and up-to-date.
- Monitor and analyze student data to improve teaching and learning.
- Advise on faculty recruitment, support new teachers, and recommend teaching allocations.

Additional Duties for Language and Literature:

- Coordinate MYP English LL, DP English LL,
- Liaise with the Group 2 Languages HOD and ELL Coordinator on curricular issues.
- Manage the department's Kindle programme and the DP School Supported Self-Taught Languages Programme.
- Work with the literacy coordinator on literacy strategies and review the Language Policy.

Minimum Qualifications:

- A university degree in Education or relevant field (Master's degree preferred).
- Minimum of two years teaching experience.
- Fluency in English.
- Experience with MYP and/or DP is strongly desired.
- Recent professional development in best practices in teaching and learning.