



## DUAL LANGUAGE PROGRAMME JOB DESCRIPTION

### POSITION TITLE

#### **Full-time Bilingual French/English Teacher Elementary School in 5th Grade.**

(Please note that this is a new position created by the Dual Language Programme now reaching the final year of Elementary)

### ACCOUNTABLE TO

ES Principal

### EMPLOYMENT CONTRACT

Teacher salary scale

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### DESCRIPTION OF DUTIES

#### TEACHING AND LEARNING

- Ensure that students experience coherence in their learning through the implementation of the PYP.
- Use inquiry across the curriculum, addressing the competencies, experiences, learning needs and styles of the students.
- Provide a learning environment in which students can work independently and collaboratively.
- Integrity, honesty, and fairness in promoting the cultures, languages, identities and self-esteem of all students.
- Encourage students to take meaningful action as a result of their learning.
- Written curriculum:
  - develop a thorough knowledge and understanding of the written curriculum through the Scope and Sequence documents, Program of Inquiry and unit planners;
  - participate in regular reviews and updates of curriculum documentation.
- Collaborative planning:
  - a commitment to collaboration with colleagues in planning, assessment and reflection;
  - make use of the PYP planner and planning process across the curriculum;
  - participation in collaborative planning opportunities throughout the year and maintaining lines of communication.
- Assessment:
  - ensure assessment is integral to planning, teaching and learning throughout the school;
  - understanding and use of a range of assessment practices to recognize the individuality of each student;
  - provide opportunities for self-assessment and reflection and feedback on learning to inform students and parents;



- maintain student assessment data to provide evidence of learning over time.

#### LEADERSHIP AND STRUCTURE

- Respect and adherence to structures designed to support the implementation of the programme: deadlines and due dates set by administration, respect for the lines of communication and chain of command within the school.
- Personal and professional goal-setting which supports the elementary school goals and promotes individual growth for the individual member of staff.
- Resources and Support:
  - participation in the required in-service days staff meetings, team meetings, and all PYP meetings (both full-time and part-time employees);
  - a willingness to seek information to further his/her knowledge of PYP through participation in on-going educational opportunities such as workshops, in-service, faculty meetings and professional literature;
  - manage and use resources to facilitate in-depth inquiry into the transdisciplinary and disciplinary dimensions of the curriculum.

#### PREFERRED EXPERIENCE AND QUALITIES

- Successful student leadership experience.
- Experience of teaching the PYP.
- Proven ability to work with other teachers and administration.
- High level of technology skills.
- Proven record of successful teaching.
- Experience in programmatic development and assessment.
- Successful experience in international schools.
- Knowledge of and experience working with data to improve student learning outcomes.

#### ESSENTIAL QUALIFICATIONS

- Expectation of at least Five Years Teaching or associated experience.
- Bilingual French/English.
- Successful student leadership experience.
- BA or MA and Teaching Certificate.
- Demonstrated contributions to a positive school environment.

#### ADDITIONAL STRENGTHS

- Proof of commitment to involvement in school beyond the regular teaching day.
- Proven experience of contributing to extra-curricular activities and school visits.
- Creative and energetic.
- Ability and experience to contribute to and enhance SJIS's image in the local community as well as the greater community of international schools.

#### DESIRED PERSONAL CHARACTERISTICS

- Demonstrates educational leadership and is a role model to faculty and staff.



- Demonstrates the ability to develop a collegial, collaborative and positive atmosphere amongst the faculty.
- Demonstrates strong interpersonal skills.
- Demonstrates excellent communication skills.
- Is a life-long learner.
- Is flexible and has a sense of humour.
- Commitment to putting in additional hours as needed.
- Interest in living and working in Belgium.

#### APPLICATION AND RECRUITMENT PROCEDURES

- CV, letter of application (which shows how your experience relates to the categories within the JD and which is no more than two pages in length) and names of three referees to be send to the school HR Manager, Anne Marchi, at [amarchi@stjohns.be](mailto:amarchi@stjohns.be) by **Wednesday 11<sup>th</sup> January**.
- Internal candidates to be interviewed by Wednesday 18<sup>th</sup> January.
- If necessary, external candidates will be interviewed either in Waterloo or Search Associates Job Fair in Cambridge USA in late January.



## APPENDIX

### GENERAL INTRODUCTION

Founded in 1964, St John's International School (SJIS) is a privately owned, educational institution. It belonged to the religious order of the Faithful Companions of Jesus (FCJ) for fifty-two years before being sold to the Inspired group of schools in September 2016 (<http://inspirededu.co.uk>). St. John's is accredited by the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools (MSACS), the most recent re-accreditation being in 2012.

- SJIS's basic tenant is to offer an international education through a 21st century skills-set and International Baccalaureate pedagogical approach which highlight critical thinking skills, creativity, collaboration and inquiry-based learning.
- Over 700 students from 50 countries pursue a challenging academic curriculum that includes an emphasis on development in athletics and the arts, all within the context of the ethos and values that make St John's unique.
- The highly educated, qualified and dedicated international teaching faculty makes the difference for the students at St John's. Among more than 15 nationalities represented, 20% come from the UK, 23% from the US and 23% from Belgium. More than 50% of the faculty holds advanced degrees.
- SJIS is an International Baccalaureate (IB) World School and offers the PYP and Diploma programmes in addition to the American High School Diploma. Last year, 84% of the graduating class at St. John's matriculated with the IB diploma in addition to the St. John's diploma.
- The SJIS Board has approved the School Leadership recommendation to become a candidate for the MYP Programme and the application to do so will be submitted by April, 2017.
- The School is a member of International Baccalaureate (IB), CIS, MSA, ISSTs International School Sports Tournament (ISSTs), and the International Schools Theatre Association (ISTA), Association of Music in International Schools (AMIS), etc...
- Campus facilities, academic programmes and extracurricular activities cover a wide-variety of options for students of all ages. St. John's has a strong Service Programme running throughout the entire school.
- English is the language of instruction throughout the school, with Spanish, German and French being offered as world languages from 4th grade onwards. A dual language programme in English and French is offered as an option, currently operating from grades Pre-K through grade 4
- SJIS has a very strong student support programme available throughout the school.
- SJIS utilizes the Moodle data system and management software (MS & HS), Studywiz for ES, Net classroom.
- Nearly 100% of High School graduates attend the best universities and schools in the world.
- Admission is on a rolling basis.

Please consult our website [www.stjohns.be](http://www.stjohns.be) and online video segments to gain a more detailed sense of the SJIS community.



## EDUCATIONAL DIVISIONS/PROGRAMME

The School is divided into three major divisions:

- Elementary School - Pre K through Grade 5;
- Middle School - Grades 6 through 8;
- High School - Grades 9 through 12.

## GOVERNANCE

SJIS is governed by the Board of the Inspired group of schools. Four of the five Board members have a strong educational background. The fifth member has a strong financial background.

## ST. JOHN'S GUIDING STATEMENTS

### OUR VISION

St. John's students live our values to impact the world.

### OUR MISSION

St. John's International School provides an English-language education based on Christian values, demands personal excellence and stimulates individual responsibility within a culturally diverse environment.

### OUR VALUES

St. John's embraces its historical tradition and, in particular, the Christian values of:

**COMPANIONSHIP** - the gentleness to befriend and strength to accompany.

**RESPECT** - of people, languages, cultures, beliefs and values.

**INTEGRITY** - being true to ourselves, to each other, and to our world.

