



## Class Teacher Vacancy School Year 2018 - 19

### Secondary Campus Information

#### Curriculum

IST is fully authorised by the International Baccalaureate Organization to run the Primary Years, Middle Years and Diploma Programmes.

#### The Organization of the School

IST's Secondary Campus serves students aged approximately 11 to 18, from Grade 6 to Grade 12. Classes are generally mixed in terms of nationality, learning needs, level of English and gender. Language B classes are, however, organised by level of experience, in some cases across Grades. Separate classes for Standard and Extended Mathematics are taken in Grades 9 and 10. Self-contained class teaching and co-teaching are both utilized in the Secondary School.

Student Services, including English as an Additional Language, Learning Support and Counselling, are scheduled according to need.

The maximum class size is 22, though many classes are smaller than this, especially in optional classes.

Most departments have assistants, most of whom work for more than one department.

#### Orientation

A comprehensive orientation programme is provided for new teachers. Our calendar for next year has not yet been finalised but new teachers are likely to be asked to arrive in Tanzania for this orientation, tentatively, towards the end of July 2018, with school opening to students on 15th August 2018.

#### School Day

The Secondary School operates on a ten-day schedule, with each day consisting of 4 X 80 minute classes.

Teachers are expected to be at work from 7.30 am to 3:00 pm with extended meeting time on Wednesday until around 4pm. Teachers may also be required to attend meetings and school events outside these times.

#### Student Services

Through student services, the school provides a range of student support:

##### English as an Additional Language (EAL)

EAL addresses the needs of students from non-English speaking backgrounds who are still in the process of developing academic English language.

##### Learning support

Services for students with academic difficulties may be direct or indirect. Direct services may include small group, in-class support, placement in a pull-out support class, and homework assistance. Indirect services may involve collaboration and consulting with subject/class teachers for planning and implementation of instruction, parent and staff in-services and liaising with the community.

### Guidance and Counselling

Counselling services are provided to students and families through preventative and responsive services as well as consultation. The aim of the counselling programme is to enhance the development of the whole child. Counsellor groups may be established on a needs basis. Counsellors conduct parent and staff in-services and liaise with the community. Students may be referred to the Counsellors by any concerned party: teachers, family members, other students, administration and self-referral. Secondary Counsellors work deliver a personal and social education class to all students in Grades 6 to 12.

### **Reporting and Conferences**

Reports are completed at the end of each semester, and sent home to parents in December and June. Mid semester progress reports are sent home to parents in October and March. Parent Teacher conferences take place in October and there is a Student-led conference in March. Parents may be called in for meetings and conferences according to need.

### **After School Activities**

After School Activities are offered for all secondary students. Options range from sports and recreational activities to the arts and community service. Activities are held Monday through Friday with some running later into the afternoon. Children sign up for activities one term at a time, so have the possibility of a broad range of experiences.

Teachers are contractually required to sign up for at least one activity per term.

### **Information Communication Technology**

Technology is an integral tool for learning at IST and is integrated into the programme with the assistance of a technology coordinator. Computers are available for students to use in the classrooms, the library and the IT labs. Many classrooms are fitted with interactive SmartBoards, in addition to having access to a growing variety of IT tools including iPads, digital projectors and sets of Macbook Pros.

The school uses the online platform EdAdmin for student data.

### **Communication**

The Communications Officer sends out a [Weekly Bulletin](#) to keep parents up to date with school events and developments. Communication between teachers and parents may also involve email, as well as face to face meetings. Information for teachers is stored on the school portal and can be easily accessed when signed in to the teacher's email account.

### **Library**

The Secondary library has a comprehensive collection of more than 20,000 up to date titles as well as subscriptions to numerous online databases and a wide range of educational magazines. Additionally there are mother-tongue collections from numerous different languages. The library is open from 7:30 a.m.–3:00 p.m. every school day, with longer opening hours at peak times of the year.

### **Health and Safety**

The Secondary campus has one full-time nurse who is on campus throughout each school day and who attends to the day to day first aid needs of the students. The campus also hosts the IST Clinic, an excellent facility for intermediate medical needs, serving the IST community and beyond.

Emergency procedures are in place and there are regular practice drills. A campus Health & Safety committee, involving teachers, a student, maintenance staff and a Vice Principal, conduct regular reviews throughout the year to identify and address any safety hazards.

### **Field trips**

Students in Grades 6 to 10 participate in an orientation day for students (usually on a nearby island) at the start of the school year in addition to week long curriculum-linked trips later in the school year. Teachers are expected to plan and supervise these trips.

### **General professional responsibilities for IST Secondary teachers**

1. All teachers at the Secondary School are expected to be at school between the hours of 7:30 am and 3:00 pm. On occasion, teachers are required to attend school functions/meetings and activities outside these hours.
2. A full time teaching load at IST is defined as 20 hours of scheduled class contact time per week. On the Secondary Campus, this translates into 30 periods of 80 minutes each, spread across ten days. For a full--time teacher with no additional responsibilities, this generally translates into five

or six classes, depending on the number of periods allocated per class.

3. Each teacher is expected to supervise an extra-curricular activity that translates into an hour outside of class time per week over the school year.
4. Teachers are assigned a homeroom and morning, morning break, lunch break and after school duties.
5. In case of illness the teacher informs the Vice Principal and sends in lesson plans for the substitute teacher. A medical certificate is required from the doctor on the 3<sup>rd</sup> day.
6. Additional professional duties as assigned by the Principal.
7. IST currently has 180 student contact days per academic year and eight professional in-service days.