



## Class Teacher Vacancy School Year 2018 - 19

### Elementary Campus Information

#### Curriculum

IST is fully authorised by the International Baccalaureate Organization to run the Primary Years, Middle Years and Diploma Programmes. Students are required to learn a language in addition to English and IST offers the following options: Kiswahili, Spanish or French.

Information regarding the curriculum for the different Grades can be found at [The PYP at IST](#).

#### The Organization of the School

IST's Elementary Campus serves students aged 3 to 11, from Early Childhood to Grade 5. Each class has a mix of students based on nationality, learning needs, language ability and gender. Self-contained class teaching and co-teaching are both utilized in Elementary.

Specialist teachers deliver scheduled classes in Art, Modern Languages, Music, and Physical Education (including swimming). In addition to this, media specialists help to integrate ICT and Library into the curriculum. Student Services, including Counselling, English as an Additional Language and Learning Support are normally scheduled according to need.

Maximum class sizes range from 16 in Early Childhood to 18 in Kindergarten to 20 in Grades 1 to 5. Up to two additional discretionary seats per class may be allocated in accordance with the policy on class size (Section 6.104).

EC to Grade 3 have a full-time Teacher Assistant. Grade 4 and 5 share the equivalent Teacher Assistants between the classes in the Grade.

Most departments have assistants, whose work may be shared within the department. Teacher Assistants help in the day to day running of the class and are often required to work with groups of children. They may occasionally be asked to cover for the teachers in case of an absence.

The teaching staff comprises the following Grade teams and departments:

- Early Childhood to Grade 5.
- Student Services: English as an Additional Language, Learning Support and Counsellors.
- Creative Arts: Music and Art
- PE
- Library
- Modern Languages
- ICT Team
- PYP Coordinator
- Vice Principal
- Principal

## **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 15<sup>th</sup> August 2018.

## **School Day**

The school day on the Elementary Campus consists of 8 X 40 mins of class time.

- First break - 20 mins
- Supervised lunch and playtime - 40 mins
- Supervision for students begins at 6:50am and ends at 2:00pm

Teachers are expected to be at work from 6:45 am to 2:15 pm with extended meeting time on Wednesday until around 3pm. 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 interpersonal and 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 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 services and liaising with the community. Children can be added to the learning support register from Grade 1. In EG and KG student receive Early Interventions for areas such as fine/gross motor, memory, listening skills etc.

### Guidance and Counseling

Counseling services are provided to students and families through preventative and responsive services as well as consultation. The aim of the counseling program is to enhance the development of the whole child. Counselor groups may be established on a needs basis. Counselors conduct parent and staff services and liaise with the community. Students may be referred to the counselors by any concerned party: teachers, family members, other students, administration and self-referral.

## **Reporting and Conferences**

Reports are completed at the end of each semester, and sent home to parents in December and June. 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 children from Grade 1 through Grade 5. Options range from sports and recreational activities to the arts and community service. Activities are held Monday through Friday from 1:55 - 2:40 p.m., 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 the integration coach. Computers are available for students to use in the classrooms, the library and the IT labs. All classrooms are fitted with interactive SmartBoards, in addition to having access to a growing variety of IT tools including iPads, iPods, document cameras, 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 and messages in the Home-School Folder, and/or 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 school email account.

### **Library**

The Elementary 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 25 different languages.

### **Field trips**

Students in Grades 4 and 5 (as well as sports teams) have occasional overnight trips. Teachers are expected to plan and supervise these trips. In addition, several day trips related to the programme of inquiry take place through the course of the year.

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

1. All teachers at the Elementary School are expected to be at school between the hours of 6:45am and 2.15pm. 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. At the Elementary School, this translates into 30 periods of 40 minutes each.
3. Each teacher is expected to sponsor an extra-curricular activity that translates into 45 minutes to an hour outside of class time per week over the school year. The first session of the activities runs from 1:55pm to 2:40 pm with some activities running longer.
4. Teachers are assigned 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.