



## Shanghai Singapore International School

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### Job Title: Primary School ICT Teacher

#### Our School:

Founded in 1996, the Shanghai Singapore International School aims to develop each student into a responsible global citizen, with a strong sense of character preparing them for success in any life or career path they may choose. Our philosophy, vision, and mission are to educate students in an environment that will not only equip them with a high level of content skills and information but also help them to learn the behaviors associated with the global citizenry and the concept of being humanitarians and caring individuals.

#### Purpose:

This position will consist of a full-time assignment teaching ICT from grade 1 to 6, depending on scheduling needs and teacher qualifications. The Primary School operates on a 6-period schedule, and teachers are assigned to teach 20 periods a week. Each period is 45 minutes.

All teachers at SSIS are considered to be part of a “Learning Community.” At SSIS, it is expected that nurturing a healthy professional learning community requires that every teacher (and employee) arrives at these three conclusions:

1. I am a professional. My mission is to ensure learning at high levels for every student, measurable by objective evidence.
2. I learn and I help others learn. My students learn more when I collaborate and learn with other teachers, sharing strategies and comparing evidence.
3. My school is a community, greater than the sum of its parts. It is built out of collaborative teams and disciplined professionals that share and learn from their failures and successes.

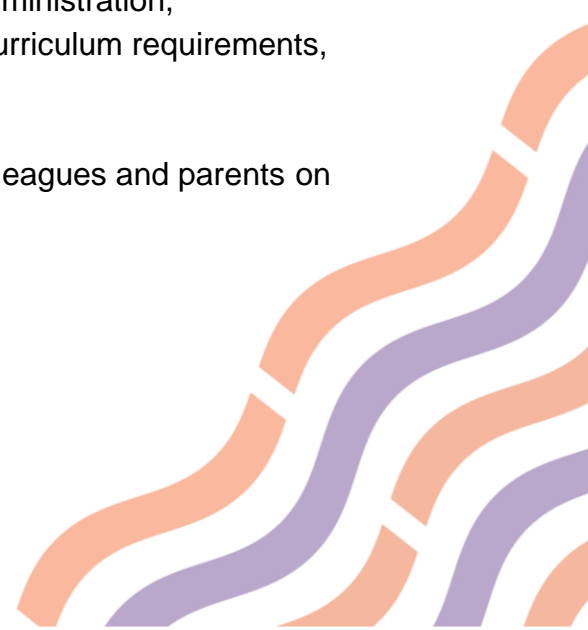
#### Reports to:

Head of Department, K12 ICT Coordinator, Primary School Principal /Assistant Principal

#### Key Accountabilities:

Teachers at SSIS should have:

- Plan, teach, and evaluate classes as designated by the administration,
- Set up reasonable proximal goals for students based on curriculum requirements,
- Differentiate learning to cater to different needs,
- Support those who need to remediate help,
- Communicate proactively internally and externally with colleagues and parents on students’ learning situation,





- Communicate and liaise on a regular basis with fellow team department/grade members with regards to planning, assessment, parent and community contact, subject organization, and classroom issues including discipline, expectations, and routines,
- To plan effective strategies and instructional programmes for implementing the school curriculum,
- Make sure students are engaged, challenged from their learning time,
- Establish a classroom environment where students feel safe and comfortable taking risks,
- Ensure that classroom/school resources are well prepared and managed,
- Work closely and harmoniously with each other and with staff so as to promote professionalism and team spirit ensuring continual student support,
- To venture into the use of new methodology to enhance effective teaching and learning,
- Take an active role in behavioral management and pastoral care of class groups,
- Attend, and constructively contribute to, staff meetings,
- Assist in the supervision of student breaks,
- To follow the proper procedure for taking students off-campus for educational purposes. Please seek approval for any proposed off-campus activity for the students. Once given approval, an Event Form must be filled out with very detailed information and signed by the respective administration,
- Support the school's image in the wider community,
- Support education and teaching policies and procedures currently in place,
- Carry out duties assigned by the Principals, Assistant Principals, Coordinators, or the various Heads of Departments and
- Explain and reinforce all school rules.
- Manage and take responsibility for ICT lab and device carts
- Check hardware & software systems on a weekly basis and report problems to the IT department
- Upload and manage grades, feedback, tasks, and units on the school's LMS platform
- Model ISTE standards and support colleagues when the opportunity arises
- Administer termly ICT and/or robotics-related Cocurricular Activities
- Coach the First Lego League robotics team

### Qualifications and experience required:

- a) Demonstrated knowledge of current best practices in international pedagogy and innovation. Successful teaching experience. Recent training and/or experience in the current curriculum.
- b) Experience as an **ICT Teacher** in international schools.
- c) Excellent written and verbal communication skills. Ability to communicate effectively with students, parents, teachers, and others.
- d) Relevant university credentials in an academic field. A leadership postgraduate degree is highly desirable. Teaching license or certification for teaching the subject.



- e) Work experience with other cultures and nationalities within an international education environment. Ability to differentiate instruction for all learners.
- f) Proven ability to bring about and support change. A positive attitude. Willingness to collaborate regularly with colleagues in a positive, constructive manner. Ability to participate in and establish collaborative structures. Proven ability to develop successful academic programs.
- g) Willingness to moderate assignments at all levels to ensure collective understanding of achievement. Willingness to reinforce our School Mission and I-4C values.
- h) Ability to use learning data to explore and improve teaching and learning practices. Ability to engage students in learning activities using a variety of current technologies and online platforms.

