



JOB DESCRIPTION IB MYP /DP English Teacher

JOB TITLE: IB MYP / DP English Teacher

REPORTING TO: Head of Department, English

COLLABORATES WITH: Members of the teaching faculty, dorm parents, advisors and staff

PURPOSE OF JOB:

- To maintain and deliver the IB English Language and Literature Curriculum
- To create learning experiences that make full use of Woodstock School's Indian context and Himalayan environment
- To monitor student progress through effective assessment techniques
- In both pastoral and professional ways, to model Woodstock School's [Desired Learning Outcomes](#) by teaching in a way which [Elicits Greatness](#) and make decisions in accordance with our [Guiding Principles](#).

DUTIES AND RESPONSIBILITIES (TEACHING):

- Teach approximately 20 periods in a 30-period week
- Ability and willingness to teach online and/or in a hybrid context, as necessary
- Develop, maintain, and continuously update existing unit plans and related documents
- Work collaboratively with members of the department and positively contribute to departmental tasks, such as policies, common assessments, instructional practices, grading practice etc.
- Embrace the department focus on student-centered learning, critical thinking and creativity
- Encourage all students to be actively engaged in their own learning and in reviewing their progress against targets
- Encourage and foster intellectual curiosity
- Serve in a pastoral support capacity for student advisees, and as the point of contact between home, dorms, and school
- Take into account the differing ability levels of students and differentiate work accordingly
- Set appropriate tasks and challenges according to the published academic timetable, and ensure that work is regularly evaluated with constructive feedback
- Maintain accurate records of student progress in line with departmental and school policy
- Supervise study halls and student social activities during evenings and weekends according to the school's fair-share responsibilities
- Contribute to all IB Core requirements, supporting the MYP Personal Project, DP Extended Essay, DP CAS, and DP Theory of Knowledge, as necessary
- Organize and run at least one extra - curricular [enrichment activity](#)

Teachers at Woodstock School are expected to:

- Chaperone student travel at the end or beginning of each semester



Woodstock School

- Participate in orientation and professional development days at the beginning and end of each semester
- Chaperone or lead field trips during [Activity Week](#)
- Plan and provide teaching and learning classes and activities appropriate to the needs of our international student body and in conformity with the Woodstock School curriculum, preferred teaching strategies, and classroom environment guidelines
- Contribute to enrichment activities that are an essential part of learning in an international boarding school
- Accept and support Woodstock School's inclusive [Religious Life Policy](#)
- Contribute to school committees and staff meetings
- Participate in the life and work of the Woodstock School community
- Participate in annual evaluation and professional growth, taking full advantage of professional development opportunities

SKILLS AND QUALIFICATIONS REQUIRED

- A Bachelors or Masters degree from an accredited institution in English or a related field
- Experience of teaching with the International Baccalaureate Program
- Minimum of two years of teaching experience at MYP and IBDP. Preference will be given to candidates who have completed the IB Professional Development Training in English Language and Literature
- Valid Certification(s)/ Teaching License
- At least a university level understanding of all content to be taught
- At least 3-5 years of full-time teaching experience in the relevant subject areas
- Computer skills at a level that permits the creative and effective use of technology in the classroom
- Proven ability to work effectively in a team, preferably involving both national and international staff

PREFERRED QUALITIES AND QUALIFICATIONS:

- International experience in a multi-cultural environment
- A record of successful student achievement results in the International Baccalaureate Diploma Programme
- At least three years of experience in a comparable international school
- A record of successful engagement with students in a distance learning and hybrid learning context. Woodstock School's approach is to appropriately use ManageBac, Loom, Padlet, Zoom, Office, GoogleDocs, EdPuzzle, Exam.net, and AssessPrep

APPLICATION DEADLINE: On Rolling basis.

HIRING PROCESS:

- Interested applicants should apply through <https://my.hirehive.io/woodstock-school>
- Shortlisted candidates will be interviewed by the hiring committee via Skype/Zoom

JOINING DATE: 1 July 2022