



## JOB DESCRIPTION

AP / IB MYP and DP English Language & Literature Teacher

**JOB TITLE:** AP/ IB MYP and DP English Language & Literature Teacher

**REPORTING TO:** Head of Department, Language & Literature

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

### PURPOSE OF JOB:

- Deliver the **AP/ IB MYP and DP English Language & Literature** curricula with consistency and excellence
- Design immersive learning experiences that incorporate outdoor activities and fieldwork, leveraging Woodstock School's facilities, our Indian cultural context, and the unique Himalayan environment
- Assess student progress using effective evaluation methods
- In both pastoral and professional ways, exemplify [Our Calling](#) by teaching in a way which [Elicits Greatness](#) and make decisions that align with our [Guiding Principles](#). To know more, please visit [About Woodstock](#)
- Ensure that every student is adequately prepared for the rigorous learning of the International Baccalaureate while also developing a genuinely personal and profound enjoyment of **English Language and Literature** and the learning environment

### DUTIES AND RESPONSIBILITIES:

#### Teaching and Curriculum Development:

- Model a lifelong love for learning, generosity of spirit, and integrity.
- Develop, maintain, and continuously update existing unit plans and curriculum-related documents
- Work collaboratively and positively contribute to departmental tasks such as policies, common assessments, instructional practices, grading practices etc.
- Develop and implement assessment strategies that support student learning and provide meaningful feedback.
- Guide students in their Internal Assessments (IA).
- Embrace the department focus on critical thinking and student-centric hands-on, inquiry-based learning approach
- Ensure that students develop a strong conceptual and contextual understanding while honing their practical problem-solving skills.
- Encourage all students to take responsibility for their own learning and to review progress against targets
- Take into account the differing ability of students by differentiating work accordingly, utilizing varied teaching strategies and modes, and offering regular out of class opportunities for support
- Utilize a restorative approach to classroom management



## **Supporting student centric learning and development:**

- Serve in a pastoral support capacity in your role as advisor and as the point of contact between home, dorms, and school for your advisees
- Supervise and provide guidance for Personal Project and/or Extended Essay by tracking student progress, reviewing submissions and ongoing reflections
- Set appropriate tasks and challenges according to the published timetable, and ensure that work is regularly evaluated, and students receive constructive feedback
- Maintain accurate records of student progress in line with departmental and school policy

## **Co- Curricular and School Commitment:**

- Supervise study halls and student social activities during evenings and weekends according to the school's fair-share responsibilities
- Teach approximately 27 periods in a six (6)-day cycle
- Organize and run at least one extra - curricular [PASSAGE activity](#)
- Chaperone student travel at the end or beginning of each semester
- Chaperone or lead field trips during [Activity Week](#)
- Accept and support Woodstock School's inclusive [Religious Life Policy](#).
- Participate in annual evaluation and professional growth, taking full advantage of professional development opportunities

## **SKILLS AND QUALIFICATIONS REQUIRED**

- Bachelors, Masters, or PhD degree in **English Language and Literature** from an accredited college or university
- At least 3 years of full-time teaching experience in the relevant subject areas
- Valid teaching certification
- Proven ability to work effectively in a team, preferably involving both national and international staff
- Technological skills at a level that permits creative and effective use of technology in the classroom
- Fluency and accuracy in written and spoken English

## **PREFERRED SKILLS AND QUALITIES**

- International experience in a multi-cultural environment
  - Experience in outdoor or experiential, place-based education and Wilderness First Aid training
  - Experience implementing a STEM curriculum or advising students on independent integrated projects
  - A record of student achievement results in the International Baccalaureate Diploma Program and/or Middle Years Program
  - A minimum of two years of teaching experience at IB MYP and IBDP. Preference will be given to candidates who have completed the IB Professional Development Training in a related field/ subject
  - Knowledge of ManageBac or any similar Learning Management System
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# Woodstock School

- Knowledge of Assess-prep and MYP e-assessment
- A record of successful engagement with students in a Distance Learning and Hybrid Learning context
- Prior experience of teaching ToK
- **School-Supported Self-Taught course (SSST) experience preferred**

**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 2026

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