



I.B.I.S. is a Primary and Secondary school with an integrated Kindergarten. The children are aged 3-13.

We are committed to maintaining happy learners in our community through our values of respect, kindness, honesty, creativity, transparency and courage. At I.B.I.S., we value experience from all sectors of education and are passionate about equal opportunities. We are also passionate about maintaining our staff's wellbeing and positive mental health.

Job Title: Class teacher – Lower Primary (UK National Curriculum) at the Independent Bonn International School (I.B.I.S.)

Key Responsibilities

- ✓ To always act in the best interests of the I.B.I.S. community including pupils, staff and parents.
- ✓ To support and promote the school's values.
- ✓ To act in accordance with school policy and the school's Code of Conduct.

The school follows the National Curriculum for England, Wales and Northern Ireland.

The successful candidate will:

- Commit to the safeguarding of children at all times.
- Have excellent communication skills; oral and written, expertise with information technology for communication and other work related procedures.
- Have demonstrated ability to work well in a team setting as well as independently.
- Possess knowledge of current practice in teaching and learning.
- Be outgoing, responsive, compassionate, warm and kind.

The roles and responsibilities of an I.B.I.S. class teacher include:

- Be responsible for teaching classes of up to 22 children.
- Deal with pastoral matters in classes.
- Develop children's interest and abilities in learning and improve their coordination using creative activities.
- Prepare and submit appropriate planning documents and set goals for the year. Write and submit bi-annual school reports for each student taught.
- Contribute to and attend appraisal meetings.
- Adhere to the child protection policy and all other school policies
- Maintain a safe environment.
- Maintain pastoral care as a priority. Prepare meetings with parents/ special needs/ child protection services as appropriate.
- Deal with children with learning development challenges communicating with all staff concerned.
- Establish and maintain good working habits and discipline in classrooms and in the school as a whole.
- Maintain high expectations for all pupils' achievement.
- Carry out necessary administrative duties for the position of a teacher.
- Adhere to school timelines and working hours.
- Perform record keeping and keep up to date tracking records.
- Make classrooms attractive and conducive to learning.
- Supervise pupils during classes and occasionally at other times in the school day, including in the playground during breaks according to school supervision rota.
- Attend staff meetings and other training and development sessions.
- Take part in joint decision with colleagues making about educational issues.
- Assess and evaluate pupils' progress and concerns with parents and management where appropriate.
- Assist and/or lead the organisation of plays, musicals and excursions where appropriate.
- Prepare for and attend parent/teacher interviews and other functions if necessary.
- Keep up to date with new developments in education.

Additional information- what you can expect from I.B.I.S

I.B.I.S. offers teachers an opportunity to embrace their vocation and grow professionally. The school's location in Bonn, Germany offers not only a high standard of living, but a range of opportunities for travel, cultural discovery and personal growth.

Wellbeing

I.B.I.S. is passionate about wellbeing, identifying and responding with sensitivity to the emotional concerns of staff, and symptoms of mental health. Referral pathways and sources of help and support are available within the school's systems where there are concerns for staff mental health and wellbeing.

Contract

First contracts are typically for one year, with a six-month probationary period. Permanent contracts can be issued following this period, based on mutual agreement between both parties. Salaries are competitive.

Relocation

We will provide you with guidance and support in finding housing, as well as support in making your first steps living in Germany. We can easily put you in contact with a local relocation agent if required.

Holiday

The school operates on a British term system, with three terms in the year. We follow, where practical, the holiday patterns of other local schools. The school has a 38 week calendar. There are holidays at Christmas and Easter, in the summer, plus one week in October, February and May for half term. There are also numerous religious and public holidays throughout the year.



Respect Kindness Honesty Fairness Creativity Transparency Courage

Making an application to work at IBIS

All applicants should hold a **valid teaching qualification**.

We consider a degree in education (e.g. B.Ed./M.Ed./Lehramt Staatsexamen I / II), or postgraduate teaching certificate (e.g. iPGCE or PGCE) as valid. Language teaching certificates (e.g. TEFL/IELTS/CELTA/DELF) are not sufficient.

You are requested to submit a copy of the following documentation to complete your application:

- A colour copy of your degree certificate and teaching qualification. Both should be initialed.
- An up to date CV / Lebenslauf
- Your passport information page. If you are not an EU citizen, a valid work permit must be submitted or obtained before employment commences.
- A copy of your birth certificate

Please also submit the following, where available:

- Recent police clearance (you will be required to submit this before beginning your contract with I.B.I.S.)
- A valid work permit, if you are not an EU resident

References will be requested by the school. We will contact all referees in all cases to verify your identity. We will require references to contain a signature and school / business stamp.

Applications are held on record for a maximum of two months and then destroyed. Your application details will never be shared with a third party without your consent. All information collected is to uphold our commitment to safeguarding.

Please address all applications, including a covering letter stating your motivation, to Mr. P. Wharton, Headteacher by email at recruitment@ibis-school.com

We look forward to hearing from you.