



**IBIS is a state-recognised “Ersatzschule” at Primary level and Secondary school. We also have 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 DESCRIPTION:**

German teacher (ages 4- 13)

**Responsible to:** Head of German in the first instance.

**Key Responsibilities**

- ✓ To always act in the best interests of pupils.
- ✓ To support the school’s ethos and aims.
- ✓ To act in accordance with school policy and the school’s Code of Conduct.

The school follows the Lehrplan for Nordrhein- Westfalen in German lessons.

**The successful candidate will:**

- Commit to the safeguarding of children at all times.
- Have excellent German 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. Flexibility is important.
- Possess knowledge of current practice in teaching and learning.
- Be outgoing, responsive, compassionate, warm and kind.
- Work alongside a wonderful, supportive team and enjoy many opportunities to develop their own career at our school.

## **PERFORMANCE RESPONSIBILITIES**

- Teach German to native or non-native speakers, depending on qualifications and previous experiences.
- Be responsible for a class of up to 22 children.
- Deal with pastoral issues in classes.
- Develop children's interests, abilities and coordination using creative activities.
- Prepare and submit appropriate planning documents and set goals for the year.
- 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 as per the school's schedule.
- Deal with children with learning development co-ordinating all staff concerned.
- Administer IEPs (Individual Education Plans) which are prepared by colleagues.
- Establish and maintain good working habits and discipline in classrooms.
- Maintain high expectations for all pupils' academic achievement.
- Establish and maintain standards of pupil behaviour throughout the school.
- Carry out administrative duties.
- Adhere to school timelines and working hours.
- Perform record keeping and keep up to date tracking records.
- Make classrooms attractive and conducive to learning.
- Lead occasional assemblies.
- Supervise pupils during classes and at other times in the school day, including in the playground during breaks according to school timetables.
- Attend staff meetings and other training and development sessions.
- Take part in joint decision making about educational issues.
- Assess and evaluate pupils' progress and concerns with parents and management where appropriate.
- Assist and organise sporting activities, plays 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.
- Perform an extra- curricular activity.
- If appropriate plan and take part in outings and visits.
- Assist where possible in performances and productions.

## **Additional information**

I.B.I.S. offers teachers an opportunity to embrace their vocation and grow professionally. The school's location in the beautiful city of Bonn, Germany offers not only a high standard of living, but a range of opportunities for travel, cultural discovery and personal growth. The Rhine and its valley, with its famous vineyards, castles and outdoor activity possibilities, are just a stone's throw away.

## **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.

## **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.



## **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. PGCE) as valid. Language teaching certificates (e.g. TEFL/IELTS/CELTA/DELTA) 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](mailto:recruitment@ibis-school.com)

We look forward to hearing from you.