



## Job Overview

We are seeking young, dynamic, motivated, qualified, and dedicated individuals to join our exceptional vibrant team. We are looking for Early Years' and Primary Teachers, Heads of Departments, and Extracurricular Support Tutors/Coaches who are committed to child-centered, inquiry-based learning, prioritizing the needs of every child.

## Early Years Teacher

Position Title: Early Years Teacher

Reports To: Early Years Coordinator and Head of School

### Job Summary:

The Early Years Teacher is responsible for creating and implementing an engaging and educational curriculum for young children, promoting their academic, social, and emotional development. The teacher will create a nurturing and safe learning environment that encourages curiosity and fosters a love for learning.

### Key Responsibilities:

#### Curriculum Planning and Implementation:

- Develop and implement age-appropriate lesson plans that align with the Early Years Foundation Stage (EYFS) framework.
- Integrate play-based learning activities to promote cognitive, social, and emotional growth.
- Utilise the recommended Phonics approach to teach reading and writing in English.

#### Classroom Management:

- Create a safe, inclusive, and stimulating classroom environment.
- Establish and enforce classroom rules and routines that promote positive behaviour.
- Maintain an organised and clean classroom setting.

### **Assessment and Reporting:**

- Observe and assess students' progress and development regularly.
- Maintain accurate records of students' achievements and provide feedback to parents and guardians.
- Prepare end-of-term reports and participate in parent-teacher conferences.

### **Student Engagement:**

- Foster a love for learning by engaging students in interactive and hands-on activities.
- Encourage students' creativity, critical thinking, and problem-solving skills.
- Support the individual needs of each child, adapting teaching methods as necessary.

### **Communication and Collaboration:**

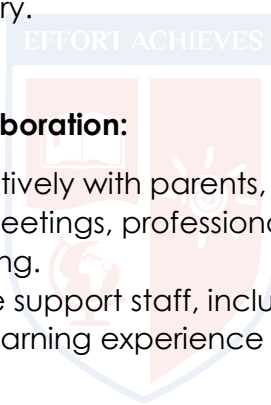
- Communicate effectively with parents, guardians, and colleagues.
- Participate in staff meetings, professional development sessions, and collaborative planning.
- Work closely with the support staff, including teaching assistants, to ensure a cohesive learning experience for all students.

### **Professional Development:**

- Engage in continuous professional development to stay updated with the latest teaching strategies and educational research.
- Attend workshops, training sessions, and conferences to enhance teaching skills and knowledge.

### **School Community Involvement:**

- Participate in school events, extracurricular activities, and community outreach programs.
- Promote the school's mission and values within the broader school community.



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### **Compliance and Safety:**

- Adhere to the school's policies and procedures, including child protection and safeguarding guidelines.
- Ensure the safety and well-being of all students at all times.

### **Qualifications:**

- Bachelor's degree in Early Childhood Education, Primary Education, or a related field.
- Teaching certification or equivalent qualification in early childhood education.
- Experience working with young children in an educational setting.
- Knowledge of the EYFS framework.
- Strong communication, interpersonal, and organisational skills.
- Ability to create a positive and inclusive learning environment.

### **Personal Attributes:**

- Passionate about early childhood education.
- Patient, nurturing, and empathetic.
- Creative and enthusiastic.
- Committed to professional growth and development.
- Ability to work collaboratively as part of a team.

## **Primary Teachers**

The ideal candidates will be committed to delivering high-quality, inquiry-based education that aligns with the school's curriculum. This role requires a passion for fostering the academic, social, and emotional growth of our students.

**Position Title:** Primary Teacher

**Reports To:** Learning Coordinator and Head of School



## **Job Description**

### **Curriculum Delivery:**

- Plan, prepare, and deliver lessons that align with the curriculum.
- Use a variety of teaching methods to facilitate learning and cater to the diverse needs of students.
- Integrate technology and innovative practices into teaching.
- Student Assessment and Progress Monitoring:
  - Design and administer assessments to evaluate student progress.
  - Maintain accurate records of student performance and provide regular feedback.
- Use assessment data to inform instruction and provide targeted support.

### **Classroom Management:**

- Create a positive and inclusive classroom environment.
- Implement effective behaviour management strategies.
- Foster a safe and supportive learning atmosphere.

### **Professional Development:**

- Participate in ongoing professional development and training.
- Stay updated with the latest educational practices and International standards.
- Collaborate with colleagues to share best practices and improve teaching strategies.

### **Parent and Community Engagement:**

- Communicate regularly with parents about student progress and school activities.
- Organise and participate in school events and parent-teacher meetings.
- Foster strong relationships with the school community.

### **Additional Responsibilities:**

- Contribute to the development and implementation of school policies and procedures.
- Support extracurricular activities and school events.
- Perform other duties as assigned by the Head of Primary or school administration.



## Qualifications

### Educational Requirements:

- Bachelor's degree in Education or a related field.
- Certification in International teaching or equivalent qualification.

### Experience:

- Minimum of 2 years of teaching experience, preferably in an International school.
- Proven track record of delivering high-quality education.

### Skills and Attributes:

- Strong knowledge of the curriculum.
- Excellent communication and interpersonal skills.
- Ability to differentiate instruction to meet the diverse needs of students.
- Proficiency in using educational technology.
- Commitment to continuous professional growth and development.
- Ability to work collaboratively with colleagues, parents, and the school community.

## Heads of Departments

The ideal candidates will possess strong leadership skills and a commitment to fostering academic excellence and holistic development in line with our school's mission and vision.

### Position Title: Head of Department

### Reports To: Head Teacher

### Job Description

#### Leadership and Management:

- Lead and manage the department, ensuring high standards of teaching and learning.
- Develop and implement departmental goals and strategies that align with the school's overall objectives.
- Mentor and support departmental staff, facilitating professional growth and development.



### **Curriculum Development:**

- Oversee the planning, development, and implementation of the curriculum within the department.
- Ensure the curriculum meets the requirements and other relevant educational standards.
- Promote innovative teaching practices and the use of educational technology.

### **Teaching and Learning:**

- Monitor and evaluate the quality of teaching and learning within the department.
- Provide feedback and guidance to teachers to enhance instructional practices.
- Foster a culture of continuous improvement and academic excellence.

### **Student Achievement:**

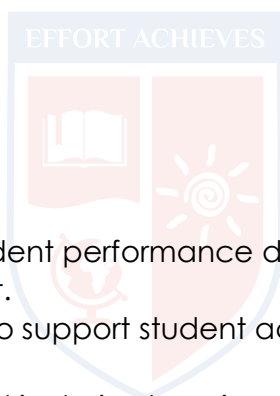
- Track and analyse student performance data to identify trends and areas for improvement.
- Implement strategies to support student achievement and address learning gaps.
- Promote a positive and inclusive learning environment that supports all students.

### **Professional Development:**

- Organise and facilitate professional development opportunities for departmental staff.
- Encourage continuous learning and the sharing of best practices within the department.
- Stay current with educational trends and advancements in the subject area.

### **Communication and Collaboration:**

- Maintain open and effective communication with staff, students, parents, and the wider school community.
- Collaborate with other Heads of Department and school leaders to support whole-school initiatives.
- Represent the department at school meetings and events.



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**Administrative Duties:**

- Manage the department's budget and resources efficiently.
- Ensure compliance with school policies and procedures.
- Maintain accurate records and documentation related to the department's activities.

**Qualifications****Educational Requirements:**

- Bachelor's degree in Education or a related field.
- Additional qualifications in educational leadership or the subject area is preferred.

**Experience:**

- Minimum of 5 years of teaching experience, with at least 2 years in a leadership or management role.
- Proven track record of effective teaching and leadership in a school setting.

**Skills and Attributes:**

- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- In-depth knowledge of the subject area and curriculum development.
- Ability to inspire and motivate staff and students.
- Strong organisational and administrative abilities.
- Commitment to continuous professional growth and development.
- Encourage student participation and foster a positive and inclusive environment.
- Provide guidance and support to students, helping them to develop their skills and confidence.
- Monitor and assess student progress in extracurricular activities, offering constructive feedback.

**Safety and Well-being:**

- Ensure the safety and well-being of all students during extracurricular activities.
- Adhere to school policies and procedures regarding student supervision and safety protocols.
- Respond effectively to any incidents or emergencies that arise during activities.



### **Collaboration and Communication:**

- Work closely with other staff members to coordinate and integrate extracurricular activities with the school's overall program.
- Communicate regularly with parents and guardians about their children's participation and progress.
- Collaborate with external organizations and professionals to enhance the extracurricular program.

### **Resource Management:**

- Manage and maintain equipment and resources for extracurricular activities.
- Ensure all materials are used responsibly and efficiently.
- Plan and budget for necessary resources, seeking approval from the relevant authorities.

### **Professional Development:**

- Stay updated with best practices and trends in extracurricular education.
- Participate in professional development opportunities to enhance skills and knowledge.
- Share insights and strategies with colleagues to improve the overall extracurricular program.

### **Administrative Duties:**

- Maintain accurate records of student participation and progress in extracurricular activities.
- Prepare reports and documentation as required by school administration.
- Assist in organizing school events and functions related to extracurricular activities.

### **Qualifications**

#### **Educational Requirements:**

- Bachelor's degree in Education, Sports Science, Arts, Music, or a related field.
- Relevant certifications or training in extracurricular activities or coaching.





**Experience:**

- Minimum of 2 years of experience in organising and leading extracurricular activities or coaching.
- Proven ability to engage and motivate students in a variety of activities.

**Skills and Attributes:**

- Strong leadership and organisational skills.
- Excellent communication and interpersonal skills.
- Creativity and enthusiasm in planning and conducting activities.
- Ability to work collaboratively with staff, students, and the community.
- Commitment to the holistic development of students.

**Application Process**

Interested candidates should submit their CV, cover letter, and copies of their credentials in PDF to [recruitment.cambridgeschool@entebbejunior.ac.ug](mailto:recruitment.cambridgeschool@entebbejunior.ac.ug) by 20th August 2024. Only shortlisted candidates will be contacted for an interview.



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