



Primary Class Teacher, The International School of IITA
(Ref No: DDG-CS/P/CT/05/22)

Background: The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Primary Class Teacher, The International School of IITA.**

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

The Primary Class Teacher is responsible for all teaching and learning that goes on in the designated Grade and class. The Primary Class Teacher is also responsible for supporting and advising the Head Teacher and teachers across the school in the area of special educational needs and disabilities (SEND) and overseeing student counselling services within the school.

Position Responsibilities

The Primary Class Teacher will perform the following duties, among others:

Classroom Management

- Ensure a physically and emotionally safe environment for students through positive framing, kind communication with students and adults, and predictable, consistent routines.
- Use classroom and behavioral management strategies that are positive, structured, consistent, respectful, and responsive to student needs, to build a safe, orderly, inclusive and positive classroom community.
- Use a wide array of data to make instructional choices and create specific action plans to increase student achievement, including dynamic student grouping for small group instruction.
- Utilize an effective approach to behaviour management, time management, classroom organization and appearance, planning, teaching, and monitoring learning.
- Demonstrate an understanding of inquiry and give students choices to show their understanding.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognize and reward achievement of self-reliance.
- Respect all deadlines set out by the PYP Coordinator and the school and keep proper documentation.

Curriculum related

- Plan Units of Inquiry and deliver lessons by following IB curriculum framework collaboratively with the PYP Coordinator and Single Subject teachers.
- Plan, execute and assess math lessons based on the school Scope and Sequence.

- Plan, execute, and assess language lessons based on the school Scope and Sequence.
- Write and implement learning objectives that are challenging and measurable.
- Ensure that all aspects of the IB PYP continuum are fully integrated into all learning including the Approaches to Learning, the IB Learner profile and Voice, Choice and Ownership.
- Prepare teaching and learning documents in line with the school policy including but not limited to weekly plans, unit planners and portfolios.
- Prepare and submit a weekly newsletter page for your class.
- Prepare class for Celebrations of Learning as specified in school policy documents.

School Counsellor

- Oversee the provision of a professional and confidential counselling service to children and young people, promoting their emotional health and well-being and building their resilience to help them cope with the difficulties they face.
- Provide a confidential counselling/therapy service for individuals or groups of students and adolescents.
- Maintain and develop relationships with relevant staff at the school concerned with the pastoral care and well-being of students, offering advice and consultation.
- Provide information on the counselling service and the role of the counsellor to children and young people, staff, school management, IITA management and parent/carers.
- Keep accurate and up to date records and to contribute to reports and meetings as required.
- Refer child protection concerns to and support the designated safeguarding lead within the school.
- Play a leading role in the ongoing development of the school's PSHE programme.
- Strategic development of the school's provision for children with special educational needs or disabilities and oversight of the day-to-day operation of that policy with the aim of raising pupil achievement.
- Work with internal and external providers to identify children with SEND, arrange appropriate evaluation and develop strategies to raise pupil achievement.
- Work with internal and external stakeholders to implement identified strategies.

Other responsibilities

- Take an active role in the wider community, participating in extracurricular activities, school trips, and extension activities as necessary.
- Use all school resources effectively with appropriate consideration of financial and environmental impact of all decisions with particular attention to IITA's commitment to build an ecologically sound future that takes into account the issues of climate change.
- Be responsible for communicating effectively with external stakeholders as parents on the individual progress of students through all means used at The International School of IITA. This includes but is not limited to being responsible for: report cards, parent meetings upon school's or parents' request.
- Take on active supervision during scheduled duties.
- To maintain confidentiality of privileged information about students, faculty members, and administration.
- Coordinate appropriate and ongoing displays of student work.
- Read and properly use the IB guidelines for PYP.
- Perform any other job-related duties as may be assigned by the supervisor.

Collegiate Responsibilities & Expectations:

- Understand and live the school's mission.
- Contribute positively to staff morale.
- Work as a team player.
- Maintain professional working relationships with colleagues, line managers, and administrators.
- Maintain professional relationships with students, parents, and staff.
- Take part in all training provided by the school, both internal and external.
- Be prepared to report back about training and/or provide in-service to colleagues.
- Actively participate in the IITA Appraisal Procedures.
- Represent the school by being a good role model.
- Model the qualities of the IB learner profile and attitudes and be an active member of the learning community.

Educational Qualifications

The candidate should have BA, BSc or BEd with an internationally recognized teaching qualification. Candidate must have at least 3 years' experience teaching in an international school approved by an international school's association or body (e.g. IBO, CIE, AISEN, COBIS, COIS, AISA). Higher-level degree in education (M.Ed. M.A. etc) is an added advantage.

Core Competencies

- Internationally recognized training/qualification in school counselling.
- Internationally recognized training/qualification in SEND is an added advantage.
- Experience of working in an IB PYP School and teaching the IB PYP curriculum.
- Experience working as a school counsellor.
- Experience working with children with SEND.
- Leadership responsibilities in an international school.
- Excellent ICT skills, specifically the use of Microsoft Word, Excel and PowerPoint.
- Experience of using ICT to transform children's learning.
- Excellent level of spoken and written English.
- A positive attitude and strong service orientation.
- Possess excellent interpersonal and communication skills, sound judgment, and a high level of respect for confidentiality.
- Strong attention to detail and ability to maintain a timely and efficient workflow.
- Ability to work in a multi-cultural environment.
- Commitment to IITA's mission and core values.

Duty Station: Ibadan, Nigeria.

General information: The contract will be for an initial period of three years. IITA offers an internationally competitive remuneration package paid in US Dollars.

Applications: Applications must include a cover letter, which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, names and addresses of three professional referees (which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head, Human Resources Service. Please complete our online application form using this link: <http://www.iita.org/careers>

Closing Date: 25th May 2022

IITA is an equal opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women.

While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.