

High School English & Humanities Teacher – Job Description

Position Commences: January 2026

Minimum Qualification & Experience: All applicants must hold at least a Bachelor of Education and have a minimum of five years' English & / Humanities teaching experience.

School Overview

The Australian Independent School (AIS) Jakarta is a leading international school offering a dynamic and inclusive education from Preschool to Year 12. AIS delivers the Australian Curriculum through to Year 10 and prepares students for the International Baccalaureate (IB) Diploma Programme or a school-based pathway in Years 11 and 12. Known for its strong academic outcomes, AIS Jakarta students consistently achieve results above the world average in the IB.

AIS Jakarta celebrates diversity, welcoming students from over 30 nationalities and supporting a broad range of learning needs — from highly academic learners to those requiring additional support. The school is committed to inclusive education and prides itself on its strong differentiation practices.

Student wellbeing is a central focus at AIS, with a dedicated team and proactive programs in place to nurture each student's social, emotional, and academic growth. Restorative practices are embedded in the school culture, promoting respectful relationships, conflict resolution, and a safe, supportive learning environment for all.

The AIS Jakarta campus is modern and purpose-built, designed to enhance learning and student engagement. Facilities include three swimming pools, a full-sized football field, two multipurpose courts, state-of-the-art science laboratories, and bright, airy learning spaces and classrooms that foster creativity, collaboration, and curiosity.

With a vibrant and collaborative teaching faculty, AIS offers a supportive professional environment where educators are empowered to thrive and grow.

Role Overview

The **High School English & Humanities Teacher** at AIS Jakarta is responsible for delivering engaging, inclusive, and academically rigorous learning experiences in English and Humanities. Teaching is aligned with the **Australian Curriculum (Years 7–10)** and, where applicable, the **IB Diploma Programme (Years 11–12)**. The role supports AIS's commitment to high academic standards, critical thinking, intercultural understanding, and student voice.

The successful candidate will demonstrate a sound understanding of contemporary pedagogical practices in English and Humanities and ideally have experience teaching in the IB DP context. The position requires close collaboration with the High School team, including subject coordinators, EAL and Learning Support staff, and the IB Coordinator, to ensure continuity, consistency, and appropriate challenge in student learning across all year levels.

Key Responsibilities

Curriculum Planning & Delivery

- Plan and deliver engaging, differentiated lessons in **English and Humanities**, aligned with the **Australian Curriculum (Years 7–10)** and the **IB Diploma Programme** (where applicable).
- Develop unit and lesson plans that promote critical thinking, inquiry, and intercultural understanding, ensuring alignment with curriculum documentation and school learning goals.
- Contribute to curriculum mapping, documentation, and ongoing review processes in collaboration with Heads of Department and the IB Coordinator.
- Integrate contemporary resources, digital tools, and global contexts to enrich the curriculum and foster deeper student engagement.

Assessment & Reporting

- Design and implement a range of formative and summative assessments that align with **Australian Curriculum achievement standards** (Years 7–10) and **IB assessment criteria** (Years 11–12).
- Provide timely, constructive feedback to support student growth in literacy, analytical skills, historical/geographical thinking, and conceptual understanding.
- Maintain accurate and up-to-date records of student progress and achievement.
- Write formal student reports and contribute to parent-teacher interviews in accordance with the school's reporting cycles.

Collaboration & Collegiality

- Work closely with colleagues, including Learning Support and EAL staff, to ensure differentiation and accessibility for all learners.
- Participate actively in department planning, moderation, and team teaching where appropriate.
- Collaborate with teaching teams to ensure consistency of expectations and shared responsibility for student progress.

Student Development & Wellbeing

- Establish a safe, respectful, and intellectually stimulating classroom environment that encourages student voice and ownership of learning.

- Promote academic resilience, personal responsibility, and ethical understanding through the study of literature, history, and global issues.
- Serve as a homeroom teacher or mentor, supporting students' social, emotional, and academic development.
- Support student wellbeing through positive relationships and proactive communication with families and student services staff.

Communication & Parent Engagement

- Maintain open and respectful communication with families regarding student learning, wellbeing, and academic progress.
- Attend and contribute to parent-teacher interviews and relevant parent engagement events.
- Support the visibility and understanding of the English and Humanities programs through student exhibitions, information evenings, and other school events.

Professional Conduct & Growth

- Demonstrate a high standard of professionalism, initiative, and collaboration in all aspects of school life.
- Engage in ongoing professional learning related to the **Australian Curriculum, IB DP**, and best-practice pedagogy in the Humanities and English disciplines.
- Reflect on and improve teaching practice through feedback, student data, and school-based appraisal processes.

Contribution to School Life

- Actively participate in school-wide initiatives, assemblies, excursions, camps, and community events.
- Contribute to relevant co-curricular programs (e.g., debating, Model United Nations, writing competitions, student publications) aligned with subject areas and student interests.
- Represent the English and/or Humanities departments at school events and functions as requested.

Assistance to the Principal

- Undertake other duties as reasonably requested by the Principal, in line with the scope and responsibilities of a teaching staff member.

How to Apply

Please send the following as a **single PDF document** to:
employment@ais-indonesia.com

- A letter of expression of interest (maximum 1 page)
- A statement of your educational philosophy (maximum 1 page)
- A current CV (maximum 2 pages), including educational qualifications and professional experience
- A list of at least two current referees with email addresses and telephone numbers

Applications Close:

Friday, 29 August 2025

We reserve the right to close this vacancy early if a suitable candidate is found.

Child Protection Statement

AIS adheres to the guidelines of the International Task Force on Child Protection (ITFCP) Recommended Screening and Assessment Practices for International School Recruitment and holds ourselves to a high standard of effective recruiting practices with specific attention to child protection. AIS will hold phone or video conference conversations with at least two professional referees for all candidates before a position to teach at AIS is offered.

Our school takes Child Protection responsibilities very seriously, and all due diligence must be carried out to ensure that an applicant has 'Working with Children' clearance.

Acceptable Police Checks include;

- Full Registration with an Australian State Teacher Registration Authority.
- Indonesian Surat Keterangan Catatan Kepolisian.
- Australian Federal Police.
- US Teacher Accreditation.
- UK Criminal Disclosure Certificate.

Full-colour original certificates are to be provided.