

## Primary Homeroom Teacher / Whole School Teacher Librarian - 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' primary teaching or teacher / librarian experience.

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### 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.

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### Role Overview

The **Primary Homeroom Teacher / Whole School Teacher Librarian** at AIS Jakarta plays a dual role within the school community. As a homeroom teacher, the role involves planning and delivering high-quality learning experiences in two subject areas to a **middle primary year level** class, aligned with the **Australian Curriculum**. As the Whole School Teacher Librarian, the teacher works collaboratively with school leaders and teaching teams from **Preschool to Year 12** to support the ongoing development of a vibrant, inclusive, and future-focused library program.

The successful candidate will demonstrate a passion for primary teaching, a strong understanding of inquiry-based learning, and a commitment to fostering a reading culture across the school. They

will work closely with the Primary and High School Deputies, classroom teachers, and the Principal to ensure the library remains a central hub for literacy, research, and interdisciplinary learning.

## Key Responsibilities

### Primary Homeroom Teaching Responsibilities

- Plan, prepare, and deliver high-quality, engaging lessons in **two core subject areas** (e.g., English, Mathematics, Humanities, or Science) to a **middle primary year level**, aligned with the **Australian Curriculum**.
- Establish a supportive and inclusive classroom environment that promotes student wellbeing, independence, and academic growth.
- Use assessment data and student feedback to inform teaching, provide targeted support, and report on progress.
- Collaborate with year-level colleagues, EAL, and Learning Support staff to differentiate instruction and ensure all learners are supported.
- Maintain effective communication with parents through student reports, interviews, and ongoing dialogue.
- Participate actively in year-level planning, whole school events, assemblies, excursions, and other community-building activities.
- Serve as a homeroom teacher, supporting the social, emotional, and organisational development of students in the class.

### Whole School Teacher Librarian Responsibilities

- Collaborate with staff from **Preschool to Year 12** to promote and support a culture of reading, research, and inquiry across all year levels.
- Curate and manage the school's library collections—both physical and digital—ensuring resources are current, relevant, and accessible.
- Design and deliver library lessons and research skills sessions, tailored to student needs and aligned with curriculum priorities.
- Support teachers in integrating information literacy, digital citizenship, and literature appreciation into classroom programs.
- Maintain and enhance the physical and digital environment of the library to be a welcoming, engaging, and functional learning space.
- Manage library systems, borrowing processes, and stock control in collaboration with library support staff.

- Organise the annual Book Week celebrations in line with the CBCA theme, including ordering short listed titles and school wide activities

### **Professional Conduct & Contribution to School Life**

- Demonstrate professionalism, initiative, and collaboration in all interactions within the school community.
- Engage in ongoing professional learning related to the Australian Curriculum, literacy development, library and information sciences, and educational technology.
- Participate in staff meetings, professional development days, and collaborative planning sessions.
- Contribute actively to school-wide initiatives, celebrations, and co-curricular programs where appropriate.

### **Assistance to the Principal**

- Undertake additional duties as reasonably requested by the Principal, consistent with the role of a Primary Homeroom Teacher and Whole School Librarian.

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## **How to Apply**

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