

Primary Homeroom 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' primary 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 **Primary Homeroom Teacher** at AIS Jakarta is responsible for delivering high-quality, inclusive, and engaging learning experiences across multiple subject areas within a designated primary year level. Teaching and learning are aligned with the **Australian Curriculum**, with a strong emphasis on literacy, numeracy, inquiry, and the development of the whole child.

The successful candidate will create a supportive classroom environment that fosters academic progress, student wellbeing, and positive relationships. This role requires effective collaboration with year-level colleagues, specialist teachers, EAL and Learning Support staff, and school leadership to ensure consistency, differentiation, and continuity of learning. Homeroom teachers

also play a key role in building strong partnerships with parents and contributing to the broader life of the school.

Key Responsibilities

Curriculum Planning & Preparation

1. Develop a termly forecast of learning for assigned classes, identifying key concepts, skills, and **Australian Curriculum** outcomes to be covered across all core learning areas.
2. Prepare differentiated lesson plans that reflect a range of teaching strategies and learning styles, ensuring alignment with school curriculum guidelines and scope and sequence documentation.
3. Plan proactively for required teaching resources, equipment, and classroom support, including collaboration with EAL and Learning Support staff to ensure all students can access the curriculum.
4. Collaborate with year-level colleagues and the Learning Support Coordinator to establish and implement inclusive programs that support students with **English as an Additional Language (EAL)** and **Individual Education Plans (IEPs)**.
5. Attend and contribute to year-level, department, and whole-staff planning meetings to support curriculum development, student wellbeing, and school improvement initiatives.

Teaching & Learning

1. Deliver high-quality instruction to assigned classes in all core curriculum areas, aligned with the **Australian Curriculum**, using varied and evidence-informed teaching practices.
2. Provide a safe, respectful, and engaging classroom environment that supports the social, emotional, and academic growth of all learners.
3. Monitor and adjust teaching to respond to individual needs, using data, observations, and student voice.
4. Cover additional classes or duties as required, including relief teaching within the Primary School.
5. Offer or support at least one **Co-Curricular Activity (CCA)** per semester to enhance student engagement beyond the classroom.

Communication with Parents

1. Prepare written progress reports and other required documentation that reflect accurate assessment of student learning and development.
2. Attend scheduled parent-teacher conferences and be available for additional meetings when needed to support student progress.

3. Communicate with parents professionally and proactively, in consultation with the Principal, where it is in the best interest of a student.
4. Attend community events, parent information sessions, and school celebrations as required by the Principal.

Administration & Record-Keeping

1. Maintain accurate records of student progress, behaviour, attendance, and assessment.
2. Organise and maintain accessible records of planning, assessment data, and communication with families in accordance with school policy.
3. Contribute to the development of curriculum documentation, class timetables, and other school planning documents as requested.

Professionalism & School Representation

1. Model professionalism and uphold school values in all interactions with students, colleagues, and families.
2. Contribute constructively to school discussions, initiatives, and the review of policies and practices.
3. Adhere to the **Staff Dress Policy** and maintain a professional appearance and demeanour at all times.
4. Show initiative, flexibility, and a positive attitude in fulfilling all school responsibilities.

Contribution to School Life & Events

1. Support and assist in the planning and implementation of major school events, including sports days, performing arts events, exhibitions, and school celebrations.
2. Participate in excursions, camps, and whole-school activities that enhance student learning and community engagement.
3. Actively contribute to a positive school culture through involvement in assemblies, student leadership opportunities, and house activities.

Support to the Principal

1. Support the effective daily operation and strategic goals of the school through active engagement in professional responsibilities.
2. Perform other duties as reasonably requested by the Principal, aligned with the responsibilities of a classroom teacher.

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, 12 September 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.