**TRANSYLVANIA COLLEGE**, Cluj-Napoca, Romania 

seeks a

**Teacher of Computing**

Effective from January 2017

**THE SCHOOL**

Transylvania College, The Cambridge International School of Cluj, currently enrols almost 600 students aged 1 to 18 years. The majority are Romanian nationals, but our students also include those of 25 nationalities. The school is an Accredited Member of COBIS with continuing accreditation as a British School Overseas (BSO).

Transylvania College has grown from a small Kindergarten class opened in 1993 to incorporate parallel lines of Romanian and British curriculum Primary and Middle School classes leading to a High School which offers IGCSE and A level courses through University of Cambridge Examinations. The school celebrated its first graduating cohorts in 2014 and 2015 with our graduates accepted by some of the most prestigious universities in the UK and around the world.

Transylvania College is an independent co-educational day school with a small Boarding House which facilitates an international education to students from other parts of Romania. The school promotes academic excellence, ethical development and responsible world citizenship, based on principles of mutual respect and a love of learning. This extends beyond the barriers of the school to the wider community of Cluj-Napoca and Romania through the sharing of knowledge, skills and expertise with other individuals and institutions.

**MISSION AND VISION**

*‘A Global Journey for Mindful Leaders’*

Transylvania College is a Leader in Me school which teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. Content from The 7 Habits of Highly Effective People is a key component of the overall The Leader in Me process as well as foundation training. The 7 Habits is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal. Transylvania College is not merely focused on improving test scores, but provides opportunities for students to develop their full potential through our mission statement:

*‘Have a voice,*

*make a difference,*

*discover your spark’*

**CURRICULUM**

The school encompasses the following sections for teaching and learning:

* Nursery & Kindergarten, incorporating the Romanian National Curriculum
* Early Years, KS1 & KS2 Primary International Line, incorporating the National Curriculum of England & Wales
* Primary Romanian Line (K-Stars to Grade IV), incorporating the Romanian National Curriculum
* KS3 (Years 7, 8 & 9), incorporating the National Curriculum of England & Wales
* Romanian Middle School (Grades V to VIII), incorporating the Romanian National Curriculum
* High School (Years 10 to 13), leading to Cambridge International IGCSE & A level examinations.

The aim of the school is to provide a broad and relevant curriculum combining the best of local and international content and ideas. Students will be well prepared for transition to the next step in their educational journey, with the tools necessary to succeed throughout the kindergarten, primary, middle and high schools, and on to excellent universities. These tools include literacy, numeracy, language, information technology, leadership, and thinking skills together with a love of learning. We want students to engage wholeheartedly with the school; develop their intellectual curiosity and enjoy the challenge of expanding their own educational comfort zone. We aspire to produce students with the intellectual toolkit to succeed and the enthusiasm and drive to do so.

**THE POSITION**

Transylvania College is seeking a highly motivated and enthusiastic Teacher of Computing to work in a successful and well-resourced department teaching primary and middle school. We deliver discrete lessons across the entire age range from early years through to sixth form. In Key Stages 1 to 3 our curriculum follows an enhanced version of the Computing National Curriculum for England and Wales. In Key Stage 4 students can choose between IGCSE ICT or IGCSE Computer Science. We offer the AS and A2 Computer Science GCE as an option for students in the sixth form. Some students in Key Stage 3 opt to undertake the ECDL course alongside their Computing studies.

Learners come from a broad range of backgrounds with a high proportion of learners for whom English is not their native language. Teachers are expected to have the highest expectations of all students whilst ensuring that all students are fully supported and challenged.

**GENERAL TEACHING RESPONSIBILITIES**

• To be deployed in the school as directed by the Executive Director and give priority to maintaining high standards of teaching performance within a stimulating and well-organised environment.

• To undertake a full range of teaching duties to include; the planning and preparation of lessons, the setting and marking of work, assessing, recording and reporting on the development, progress and attainment of pupils.

• To conduct standardised or other tests when required and document pupils’ performance.

• To work closely with colleagues towards the common aims, policies and objectives of the school.

• To be involved in the school’s appraisal cycle and undertake appropriate professional development when necessary.

• To enhance the personal welfare and academic development of pupils in line with school policy.

• To foster and develop co-operative relationships and effective communication between the school and home, the community and outside agencies.

• To attend and contribute to staff meetings, and to liaise with other colleagues to ensure cross phase continuity and progression.

• To report to parents on the development, progress and attainment of pupils

• To provide a stimulating and tidy classroom environment in which to foster effective teaching and learning, and where resources can be accessed appropriately by all pupils. (This includes corridor areas immediately adjacent to the classroom).

• To incorporate interactive teaching methods and the use of IT, complying with the rules of IT security.

• To keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.

• To seek out cross curricular and cross phase links whenever possible and appropriate.

• To be a good ambassador for the school.

• To treat matters with confidentiality and discretion.

• To attend and organise events and competitions according to the published schedule.

• To support pupils in extra-curricular activities.

• To support the positive, caring ethos within the school.

• To maintain good order and discipline amongst pupils, in accordance with the school’s behaviour policy.

• To monitor the health and safety of pupils, reporting cases of illness or infections to the School Nurse.

• To provide the children with appropriate models of behaviour, dress and hygiene, from which they can copy and learn.

• To participate in the service and supervision of meals, and the teaching of appropriate table manners.

• To undertake any duties as are reasonably requested by the Executive Director.

**ADMINISTRATION AND ORGANISATION**

• Understand and implement:

• Regulations and correct procedures relating to attendance registration, emergency and evacuation procedures

• Health and Safety, Child Protection and Safeguarding policies

• Break time and lunchtime supervision

• All curriculum policies

• Any other organisational policies or agreed procedures or guidelines

• Administer, supervise and, where necessary, assess the appropriate UK National Curriculum or required Romanian tests

• Participate in meetings which relate to the school’s management, curriculum, administration or organisation

• Liaise with colleagues to enable satisfactory transfers of children within the school, or to and from other schools

• Support major school events

• Lead or participate in school visits and extra-curricular activities wherever possible

• Lead and supervise support staff, voluntary helpers or students within the classroom

• Participate in the performance management system for the appraisal of their own performance or that of other teachers

• Attend and participate in training days

**TERMS AND CONDITIONS OF THE APPOINTMENT**

• The initial contract will be for a period of two years with an option to extend. The contract is renewable at the discretion of the CEO.

• Salary and benefits for this post will be commensurate with the experience of the candidate and the responsibilities of the position.

**PARTICULARS OF THE SEARCH**

If you are interested in this unique opportunity, please submit the following documents to **hr@transylvania-college.ro** referencing the position in the subject line:

* Application cover sheet
* CV - including full contact details
* Letter of Application
* Copies of your university-awarded degrees/transcripts
* Police Background checks from every country where you have worked

Please see the Transylvania College website for further details about the school: [***www.transylvania-college.ro***](http://www.transylvania-college.ro/)

Should it receive an outstanding application, Transylvania College reserves the right to make an appointment before the closing date mentioned below.

If you have any questions about the position, the application process, or require any assistance, please contact the Director of Public Affairs:

**catrinel.grigorovici@transylvania-college.ro**

The deadline for applications is **16th December 2016** with a start date in January 2017 to be mutually agreed. The review of files will begin as soon as applications are received. Finalists will be selected by the search committee as early in the process as possible and may be selected for interview via Skype.