



# Children's International School

Torsnesveien 5-7, 1630 Gamle Fredrikstad  
[www.cisfredrikstad.no](http://www.cisfredrikstad.no)

## Letter to Applicant

Children's International School is a private international school located in Østfold, Norway.

We are looking for highly motivated, well educated international teachers, IBO experience is not obligatory but favourable, the applicant needs to speak English fluently.

There is no requirement to have several years of experience as a teacher, but it will be viewed as a benefit for the applicant. We want teachers with a Bachelor or a Master degree.

Personal traits we are looking for are:

- Good cooperation skills
- A positive attitude
- Commitment
- Strong Problem Solving Skills
- Focused
- Open Minded

Children's International School is approved as from first through tenth grade. We are authorised by the International Baccalaureate for both the PYP and the MYP.

Our intention is to create an international school, which can offer our students a high quality international education. The school also have an extended music program for all its students that includes; school choir, school orchestras, concerts, music technology units and group lessons on different string instruments.

All students are given their own iPads, and the iPad is used in all classes and subjects.

To be able to create such a school we are dependent on hiring capable teachers and creating a positive work environment. We have teachers in our staff from different countries, such as USA , Great Britain, Germany, Spain, Portugal, Argentina, Canada, Asia, and Russia. Together we create an exiting and engaging work environment.

We can offer our employees good working conditions and we follow Norwegian rates for salary.



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## JOB DESCRIPTION

**Main purpose of job:** in the spirit of the philosophy and objectives of the school to take responsibility for the education of students in the school. The postholder is responsible to the Coordinator and the Head of the school.

### **Specific responsibilities:**

1. Teach classes as assigned and to work in consultation with the Coordinator in the development and fulfillment of the curriculum goals of the school.
2. Take responsibility for the overall supervision and welfare of the a class as well as daily tuition responsibilities.
3. Undertake playground supervision and cover duties as required for the smooth running of the school.
4. Assist by covering for absent teachers when requested by the Head or the Coordinator.
5. Attend curriculum, staff and parent meetings and contribute to assessments as required by the Coordinator.
6. Maintain files and registers as required; in particular:
  - a class attendance register;
  - record of textbooks and other equipment on issue to students;
  - record of marks and grades for all assignments and tests and a copy of all major tests;
  - a cumulative record file for each student as required.
7. Maintain records as required by the Coordinator; in particular:
  - an outline prepared at the beginning of each term of the goals for the term, areas of curriculum to be covered and a listing of books and other resources to be used;
  - a record of planners used and evaluations at the end of each term including a brief assessment of any special problems or situations that may have arisen;
  - write reports and assessments as requested by the Director.
8. Participate in regular appraisals conducted by the Head or another administrator.
9. Above all, to promote the welfare of the students at all times in the best interests of the school.
10. Carry out any other duties as the Head may reasonably assign.

**Terms and conditions of service:** the teacher is a full member of the professional staff of the school and all contractual benefits and conditions of service apply.