



PT Sekolah Sampoerna Internasional

SAMPOERNA ACADEMY

Our teaching philosophy encourages students to inquire, explore, innovate and communicate, providing vital skills required for leadership in Indonesia and abroad. Coupled with internationally-recognized academic credentials, we are equipping our students to compete and succeed at every stage of life. With the advent of the information age available at our finger-tips, our job as a school is to teach our students "learn how to learn".

Drawing from the world's best curricula and STEAM (Science, Technology, Engineering, Arts, and Math) methodologies, and combining these in a framework to support the **5C skills** (Critical Thinking, Creativity, Communication, Collaboration, and Character Development), we are equipping our students with global exposure and an internationally-recognized academic qualification.

Sampoerna Academy offers a purposefully tailored curriculum to develop **productive citizens and leaders** with **strong academic knowledge, self-confidence, moral characteristics**, and **skills** that will help them apply their learning to improve their local, national, and global community.

Join us in our mission to shape the minds of future leaders through a safe, caring and collaborative learning experience. We are seeking highly qualified educators who share our vision and commitment for the academic year 2024/2025.

Job Description

Planning, Teaching and Class Management

- Plan, set, and deliver quality instruction per curriculum standards.
- Prepare and support critical thinking for students in the classroom.
- Establish classroom management system to create positive learning environment.
- Understand and cater academic, social, and behavioral needs of all students.
- Collaborate with teachers in the department and school to create lesson plans, Scope and Sequence, exams, and any other related instructional documents

Monitoring, Assessment, Recording, Reporting

- Observe, evaluate and improve student's performance and development.
- Use multiple data sources to evaluate students' progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching.
- Ensure students are learning at the level required for the internal and external exams
- Report on progress of students to all stakeholders
- Offer extension and remedial programs for students.

Pastoral Duties (Student Support)

- Be the Homeroom Teacher to an assigned group of students
- Promote the general progress and well-being of individual students and of the group as a whole
- Liaise with key staff to ensure the implementation of the School's student support system
- Register students; ascertain reasons for absence; accompany students to assemblies; encourage their full attendance at all lessons
- Contribute to the preparation of action plans and progress files and other reports
- Be proactive in alerting appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- Actively communicate with parents of students and persons or bodies outside the School concerned with the welfare of individual students, after consultation with appropriate staff
- Support academic progress and achievement, liaising with appropriate staff as required

- Establish and maintain open lines of communication with the parents to ensure that they are kept well informed about student progress.
- Perform duties assigned for day to day operation of school
- Other Professional Requirements
- Maintain an up-to-date subject knowledge and good teaching practices
- Take account of wider-curriculum developments
- Be role model for students at all times
- Contribute positively and effectively to ensure the personal development of students
- Take responsibility for professional learning

Other

- As a growing school, we anticipate changes to roles and responsibilities
- For certain core subjects teachers may be required to contribute in the Sampoerna Academy Online course (SA Online). This will be considered in the teaching load
- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title

RECRUITMENT STAGES

Below are the general procedures of our recruitment process, however for certain positions there might be required additional assessment in the process.

Longlist

The Talent Acquisition team will long-list applications and will only invite applicants that meet the minimum requirements for meeting with HR.

Shortlist

Your profile will be shared to the Hiring Manager whom will then decide whether you will go for further interview.

User Interview

As much as possible the User Interview will be done in panel. The panel may consist of the Head of Curriculum and the Campus Principal. For some positions you may be required to attend final interview with the Academic Director. For any Leadership positions, you will be having final interview with the Academic Director.

Teaching Demo Video

For teaching position, you will be required to prepare demo teaching video, it would be good to always have your demo teaching video ready prior to your user interview. For certain subject, you may be required to prepare a demo teaching video following certain topics (you will be informed of this topic in advance). And should we find gap during interview, the Principal or the Head of Curriculum may also request you to complete a written test.

REQUIRED DOCUMENTS

The Application Form

Should you be invited to an interview you will be required to complete an application form that may consist of the following information:

Personal Details – The information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable.

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References – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise. You need to provide minimum of 3 reference details, one of which must be from your current employer. For Teaching positions, we will only receive reference checks from the Principal/Head of School or Deputy Head, no other position then the aforementioned.

Education, Qualifications & Training – Please include your education, qualifications & training, both informal and formal. Ensure you specify whether you have completed and obtained your degree. Any degree not completed should be specified clearly. You will be asked to produce certificates confirming qualification at a later stage.

Present/Recent Employment – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.

Gap of Experience

Should you have any gap in your experience please specify clearly of to the years you were not teaching or working.

Visa requirements

As an expatriate working in Indonesia, it is mandatory that you must hold the legal permit as stipulated by the government regulations.

Please be informed of the following requirements to enable the school to process for your working permit and stay visa.

Expatriate Staff Mandatory documents:

1. Bachelor/Master degree certificate in the subject taught
2. Teaching certificate's may be required for those who are not having linear degree with the subject taught.
3. Employment Verification letter from most recent and previous schools that covers **minimum of 5 years**.
4. HIV & Drugs test
5. Passport with validity minimum of two years with minimum of 3 blank pages
6. Minimum of 3 reference checks, one must be from current school. SA only take reference check from Principal/Head of School or Deputy and not any lower position in the school organisation.

Sampoerna Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Candidates should also focus on the opportunity to grow with Sampoerna Academy through training & development programmes and career progression.

Kindly note that we may appoint candidates prior to closing date.