



**SAMPOERNA
ACADEMY**



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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.

Vision

Sampoerna Academy graduates will assume leadership roles in a global society by being creative, passionate, life-long learners who are able to meet the challenges of a rapidly changing world and who care deeply for their fellow men and the environment.

Mission

The mission of Sampoerna Academy is to provide a safe, caring, and collaborative learning environment that is of the highest quality and meets global expectations for student achievement and character development. Our educational foundation is student-centered with a strong emphasis on Science, Technology, Engineering, Arts, and Mathematics (STEAM) which enables students to become mature, confident global citizens with a strong sense of purpose. Our end goal is to prepare students for tertiary education and to make them work-ready and world-ready.

CORE BELIEFS

- ◆ Academically, we prioritize the development of cognitive skills and communication skills over rote memorization because we believe that more than acquiring facts, students must be able to apply their knowledge in real situations
- ◆ We seek opportunities to engage all stakeholders to play a part in the success of our students.
- ◆ We maintain a strong Asian cultural value system that celebrates social harmony, order, and respect.
- ◆ STEAM competency will differentiate our students from those attending other schools.
- ◆ Our learning spaces are a platform for hands-on activities, exploration, inquiry and the creation of knowledge and dialogue.



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

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

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.

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

Longlist

The Talent Acquisition team will long-list applications and will only invite applicants that meet the minimum requirements for meeting with HR. Once you have been selected at this process, it may take up to 3 – 4 weeks before a final decision is made. If you are unsuccessful in any of the following stages, notification will be sent to you within two weeks time.

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

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.

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.

Additional requirement for Philippines Nationality:

1. OEC certificate from the POAE. You need to obtain this from the Philippines government and must be processed at the earliest to avoid any delay of your arrival to Sampoerna Schools. The school will assist in getting your contract apostille and reimburse official expenses;

CAMPUS LOCATION:

Sampoerna Academy are spread across Indonesia, to date we have 7 beautiful campus. To see our locations and access the virtual tour, please visit our website or from the following link:



**SAMPOERNA
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Scan for Virtual Campus Tour



Sampoerna Academy
L'Avenue Jakarta



Sampoerna Academy
BSD



Sampoerna Academy
Sentul



Sampoerna Academy
Medan



Sampoerna Academy
Surabaya Pakuwon Indah



Sampoerna Academy
Surabaya Grand Pakuwon



ABOUT INDONESIA

Indonesia is an Island nation in South-East Asia and Oceania between the India and the Pacific oceans, it consists of over 17,000 islands. Indonesia is the largest archipelagic state and the 14th largest country by area. With over 278 million people and even though the majority of its population religion is Islam, this is not an Islamic country. Indonesia lies along the equator and its climate tends to be relatively even year around, but it may sometimes get very humid during dry season, or rain may pour constantly for days during wet season. Indonesia offers many cultural and natural highlights, such as the island of Bali, Sumatra or Nusa Tenggara, in which many expatriates use their holidays to explore the country.

Teachers Living in Indonesia

Based on the ISC Research data (2018) there are over 195 English Medium International Schools in Indonesia, and the numbers are growing. By saying that there are big populations of expatriate's teachers in Indonesia.

The cost of living in Indonesia varies depending on the location and type of housing you choose. In general, the cost of living in Indonesia is lower compared to many other countries, particularly in terms of housing and transportation costs.

