



Children's International School

Torsnesveien 5-7, 1630 Gamle Fredrikstad
www.cisfredrikstad.no – Reception: 69002500

Letter to Applicant

Children's International School is a private international school located in Østfold, Norway. We have two campuses, about 60 teachers and 500 students, and working on establishing a third in Sarpsborg in 2019.

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 a teacher with a Bachelor or a Master degree. We are looking for teachers who already have experience from the International Baccalaureate, but it is not a requirement.

Personal traits we are looking for are:

- Cooperation
- Positive attitude
- Committed
- Strong Problem Solving Skills
- Focused
- Open Minded

Children's International School is approved as from first through tenth grade. The first campus opened in Fredrikstad in the autumn of 2012 and have 231 students. The second Campus opened in Moss in August 2015 and has 268 students.

Both schools offer the International Baccalaureate programme, both schools are fully authorised IBO World School.

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

Applicants have to be settled and ready to start working by 10 of August 2019.

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 PYP Coordinator and the Head of the school.

Specific responsibilities:

1. Teach classes as assigned and to work in consultation with the PYP 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 PYP Coordinator.
5. Attend curriculum, staff and parent meetings and contribute to assessments as required by the PYP 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 PYP 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.