**Kindergarten Assistant Teacher**

Indonesian National / Local Hire Position

Apply By: May 13, 2024 Start Date: July 22, 2024

**School Overview**

Global Jaya School seeks a passionate, enthusiastic, hard-working, and motivated individual to fill an Kindergarten Assistant Teacher vacancy in our Primary school. We have distinguished ourselves as a top IB World School within Indonesia and Southeast Asia. We are acknowledged and respected for our commitment to delivering well-rounded academic and extracurricular programmes that prepare students to participate in the international community as valuable team members and leaders. Global Jaya School is a non-denominational community that teaches and encourages respect for others by valuing Indonesian culture while embracing international cultural awareness and understanding. Our school implements an international curriculum that fully supports mother tongue language development, and an emphasis on community and inclusion makes it an ideal environment for all community members. Global Jaya School is proudly authorised by the International Baccalaureate Organization (IBO) and accredited by the Western Association of Colleges and Schools (WASC) and the Indonesian Ministry of Education and Culture.

**Kindergarten Assistant Teacher**

**Requirement :**

* S1 degree with teaching qualification (preferably in primary years)
* At least 3 Year(s) of working experience in the related field is required for this position. (Education industry is preferred)
* Experience in teaching at the IB PYP level (is preferred).
* Certified by government as SD teacher (is preferred)
* Excellent standard of English, both oral and written. (TOEIC 780 points plus).
* Outstanding communication skills, both in English and Bahasa Indonesian
* Computer literate (Basic Microsoft office applications)
* Outstanding collaboration and social skills
* Able to work as part of teams with different cultural background
* Knowledge and experience in inquiry-based teaching and learning.
* Able and willing to work in a dynamic environment, which includes multi-tasking, fast work pace and collaborative inter-departmental planning of teaching and learning.
* Willingness to take on extracurricular/after-school activity responsibility or club
* Positive attitude with strong communication and interpersonal skills, both oral and written

**Application Procedure :**

Interested and qualified candidates are requested to send the following:

* Letter of application outlining interest and strengths as a candidate
* Current resume
* University degrees & transcripts
* Contact details of three current professional referees, with one being a current direct supervisor
* Copy of Indonesian Police Check

All of the items mentioned above are requested to be scanned into a single PDF attachment and sent to hrd@globaljaya.com with the subject heading: “Your Name - GJS Kindergarten Assistant Teacher Application.” by the deadline date of May 31, 2024

The review of submissions will begin as soon as applications are received. Candidates should note that Global Jaya School reserves the right to make an appointment at any time if an exceptional candidate is identified early in the process. For this reason, interested candidates are encouraged to apply at the earliest possible time.

Global Jaya School promotes and protects the safety and well-being of all who learn and work with us and expects all who apply to share in this commitment. Offers of interview and employment will be subject to an enhanced background and criminal records check.