



Teacher

Job Description - Pre-Primary Teacher Position

(Start date: 1st September 2025 or when the best fit teacher is available)

How to apply: Submit your cover letter and CV to evandrunen@wis.edu.na and vacancies@wis.edu.na. Interviews with shortlisted candidates will take place on a rolling basis. WIS conducts background checks on all hires, and has a policy of non-discrimination.

Requirements:

1. Familiarity with the International Baccalaureate's PYP curriculum;
2. A qualified teacher with experience in student-centered teaching and portfolio-based assessments;
3. NQF Level 7 or NQF Level 5/6 with significant relevant teaching experience;
4. Must be an experienced early childhood education professional, with exceptional student-centered teaching strategies;
5. Must be a kind and compelling communicator, outstanding spoken and written communication skills in the English language; additional languages are preferred;
6. Must be conversant in the values and approach to education espoused by Windhoek International School.

Job Title:	Pre-Primary 1 Homeroom Teacher
Appointed by:	Educational Director
Reporting to:	Primary Principal, Head of Pre-Primary, and PYP Coordinator
Collaborating with:	Administration, Teachers & TAs, Parent Volunteers

1. OVERVIEW

- 1.1 Teachers are appointed by the Director.
- 1.2 'Teacher' here includes full- and part-time teachers, local and overseas hired teachers, class teachers, and subject specialists; in short, all those charged with delivering the school's formal curriculum.
- 1.3 This job description pertains to positions with a teaching responsibility on an initial one year duration which may be renewed. This job description may be used for full time or part time employees of Windhoek International School.
- 1.4 All teachers employed by the school have professional responsibilities to their students, to themselves, to the institution, to their colleagues and to the wider school community.

2. GENERAL EXPECTATIONS

As an educational professional working in a K-12 international school, it is expected that a teacher will:

- 2.1** demonstrate an explicit commitment to the philosophy and vision of the school as determined by the Board of Directors;
- 2.2** be familiar with the operational practices and expectations of the school;
- 2.3** adhere to the school policies and guidelines published in the Staff Handbook, Staff Working Agreement, and elsewhere;
- 2.4** respect and treat all students equally;
- 2.5** work collaboratively and constructively with colleagues;
- 2.6** conduct themselves with decorum; respect confidentiality;
- 2.7** complete all required training, be familiar with, and adhere to all policies and practices pertaining to safeguarding and child protection;
- 2.8** have a thorough and age-appropriate knowledge and understanding of skills and subjects taught;
- 2.9** keep abreast of relevant educational developments and research;
- 2.10** take full advantage of professional development opportunities;
- 2.11** use an appropriate variety of instructional and assessment practices and techniques;
- 2.12** establish and maintain an appropriate social, emotional, physical, and intellectual learning environment in which all students may succeed;
- 2.13** communicate effectively;
- 2.14** contribute to school life beyond classroom teaching;
- 2.15** exhibit and model a respect for the cultures, languages and beliefs of the school's host country.
- 2.16** Complete the annual school [professional growth cycle](#).

3. GENERAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a teacher include:

- 3.1** ensuring the safety and wellbeing of students;
- 3.2** attending school as required by contract and being punctual to classes;
- 3.3** meeting internal and external deadlines;
- 3.4** writing, compiling and producing both routine and extraordinary reports on students as required;
- 3.5** meeting students' parents and guardians in person as required;
- 3.6** bringing to the attention of the administration students with specific educational, behavioural or emotional needs;

- 3.7 maintaining the appropriate appearance of teaching rooms for which they are responsible;
- 3.8 accepting the collective responsibility of all school staff to maintain order and enforce school expectations regarding student behaviour;
- 3.9 active participation in the creation, development and revision of the school's written curriculum;
- 3.10 discharging effectively such supervisory duties as may be assigned by the school administration.
- 3.10 Treat all members of the WIS community with respect, serving as an example of the WIS Principles and the IB Learner Profile;

4. SPECIFIC DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this responsibility post include:

- 4.1 all related duties pertaining to the successful teaching, assessing, and reporting of learning and any other classes or homeroom responsibilities as assigned by the school;
- 4.2 leadership of the enrichment and after school activities Theatre/Drama components;
- 4.3 reporting: this position reports to the PYP coordinator for all curriculum and assessment, to the Head of PrePrimary for co-planning and teaching strategies collaboration, and to the Primary Principal for all reporting, appraisal, and budget matters.
- 4.4 duration: this position is an initial one-year contract with possibility of extension.

Accepted by:

Offered by:
