

Assistant Director of Studies/Accounting Teacher

Department Academic

Reporting to Principal

Duties & Responsibilities :

Assistant Director of Studies

Assist the Principal in matters relating to academic provision within the school

These will include:

- 1 Course Management/Timetabling
- 2 Recruitment
- 3 Staff appraisals
- 4 Relations with external stakeholders, including parents
- 5 Teacher training and continuous professional development
- 6 Participating in meetings to determine operational, administrative and other matters
- 7 Representing the school at external events

Qualifications and Experience

Essential

Recent relevant experience as Head of Department/ Deputy Head of Department/ member of Senior Leadership Team (minimum 2 years)

Experience of operating in a for-profit school environment

Desirable

Experience of working in an international school environment

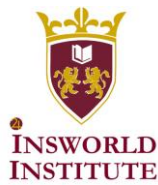
Experience of managing regulatory compliance

Accounting Teacher

- 1 Teach Accounting at IGCSE (O-Level) and A-Level
- 2 Maintain attendance and achievement records and Class Management.
- 3 Provide regular reports on student performance
- 4 Attend meetings to review performance

Additional Responsibilities

- 5 Help maintain high levels of student discipline.
- 6 Implement strategies to help ensure students achieve the best possible examination results
- 7 Take an active interest in the welfare of students at the School
- 8 Take an active role in extra-curricular activities



- 9 Be available to give extra tuition to students who require this assistance
- 10 Undertake any other duties as directed

Qualifications and Experience

Essential

- A university honours degree in Accounting
- Relevant and recent experience as a classroom teacher

Desirable

- Experience of teaching Pearson Edexcel Accounting programmes at IGCSE and A-Level.
- Experience of teaching international students using English as the medium of instruction

Interested applicants kindly send your resume to hrm@insworld.edu.sg.

(We thank you for your application and regret that only shortlisted candidates will be notified)