



# Windhoek International School

## Job Description

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### **MYP Design Teacher and Makerspace Developer** **Job Description** *From (August 2025)*

<b>Job Title:</b>	<b>MYP Design Teacher &amp; Makerspace Developer</b>
<b>Appointed by:</b>	Educational Director
<b>Reporting to:</b>	High School Principal and Middle School Principal
<b>Collaborating with:</b>	The Education Technology and Design Team, Administration, Admissions Office, Finance Office, Teachers & TAs, Parent Volunteers, External Service Providers

#### **General responsibilities**

1. To collaboratively support the school's strategic approach to technology and student innovation;
2. To teach MYP Design Classes;
3. As part of a team, to drive the school's makerspace new development process;
4. To complete all general duties assigned to teachers;
5. To complete any other relevant duties as requested under the supervision of the MYP Coordinator for curriculum and assessment of the MYP classes.

#### **OVERVIEW FOR TEACHING POSITIONS**

- 1.1** 'Teaching positions' here includes all those charged with delivering the school's formal taught and assessed curriculum;
- 1.2** 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; oversee and implement all safeguarding and safety procedures associated with this position;
- 2.3** adhere to the up-to-date school policies and guidelines published in the Staff Handbook, the Staff Working Agreement, the School Policy Manuals, and elsewhere;



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- 2.4** professional expectations: conduct themselves with decorum, respect confidentiality, work collaboratively with colleagues, communicate effectively with parents and other stakeholders, respect and treat all students equally and with mutual respect;
- 2.5** know how students learn: have a thorough and age-appropriate knowledge and understanding of skills and subjects taught;
- 2.6** know the content and how to teach it: keep abreast of relevant educational developments and research; take full advantage of professional development opportunities;
- 2.7** assessments: use instructional and assessment practices and techniques in line with MYP standards and practices;
- 2.8** establish and maintain an appropriate social, emotional, physical, and intellectual learning environment in which all students may succeed;
- 2.9** communicate effectively and establish well-followed positive classroom management routines;
- 2.10** contribute to school life beyond classroom teaching;
- 2.11** exhibit and model a respect for the cultures, languages and beliefs of all members of the WIS community and especially of the school's host country.

### **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;



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- 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.
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Approved by the Educational Director: .....

Received and accepted by: .....

Date: .....