

## Role description for Visa Post E5 Teacher of Expatriate Children

Our study centre welcomes children from all over the world and exists to enable expatriate families to be able to live and work in Nepal and to ensure that students in our care have access to quality education during their time in Nepal in preparation for their eventual return to their own country.

The teacher needs to be fully qualified, able to teach children of different ages from pre-school up to twelve and be comfortable using a variety of curricula. The Primary Study Centre has four classes; Preschool, Class 1 (Foundation, Year 1 and Year 2), Class 2 (Year 3,4,5 and 6) and Class 3 (Year 7)

Candidates must be proficient in the English language. Language and Orientation Training is provided for expatriate workers, differing in length depending on the duration of their assignments.

<b>Title</b>	Teacher of Expatriate Children	<b>Department</b>	INF/I National Country Office
<b>Location</b>	Pokhara	<b>Reports to</b>	PSC Principal
<b>Reason for Post</b>	Required to provide education for the children of expatriate volunteers outside of Kathmandu. This is vital for enabling the ongoing provision of high quality international technical advice to support INF and its local partners.		
<b>Job Summary</b>	To ensure children of expatriate volunteers have access to appropriate education for eventual return to their own country, & that this is provided for the various age groups, languages, subjects and places for which the post holder is responsible. To enable expatriate personnel to live and work in Nepal outside of Kathmandu		
<b>Impacts</b>	<ul style="list-style-type: none"> <li>• Enabling expatriate experts to remain in areas outside of Kathmandu so that they can transfer their skills for the benefit of the Nepali people</li> <li>• By the end of each academic year the children have attained their expected level.</li> <li>• Parents have received regular reports of their child's progress and have been able to discuss these with the teacher.</li> <li>• Parents have received relevant advise about their child's current and future education needs.</li> <li>• The school/class has been well run within the limits of the resources available (physical, staff and financial)</li> </ul>		
<b>Main duties</b>	<ul style="list-style-type: none"> <li>• Implement an appropriate curriculum for the assigned children.</li> <li>• Maintain planning records showing the daily content and progress of the programmes of study.</li> <li>• Evaluate and record each child's progress and attainment and keep parents informed of this through both school reports and frequent communication.</li> <li>• Adhere to the values of the Primary Study Centres in the daily teaching of the children.</li> <li>• Perform extra-curricular and co-curricular functions as assigned.</li> </ul>		
<b>Qualification/Training</b>	<ul style="list-style-type: none"> <li>• A primary / middle school teacher qualified to a degree level (preferably Masters level)</li> <li>• An excellent knowledge of the English language</li> <li>• Ability to work under difficult conditions with children from a wide variety of backgrounds and may need to teach a mix age-range class.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Ability to work co-operatively in a team in a school situation, or effectively alone in a small one teacher situation or as a travelling advisor for families home schooling</li> <li>• Be flexible and have the stamina to cope with a constantly changing school environment</li> <li>• A good understanding of, and full commitment to, the values which are important to INF.</li> </ul>
<b>Developed/Revised</b>	May 2018

A full job description will be agreed with the applicant.

For more information about the role contact: [recruitment@inf.org](mailto:recruitment@inf.org)