



**The Lilongwe Academy International School (TLAIS)** is an international private school, conveniently situated in Area 47/4 Lilongwe behind Silver Stadium. The School is founded on the firm belief that every child is unique, but all children need excellent education and motivation of their spirit, mind and body to be well developed as future responsible citizens and leaders. Hence the motto **“Academic Excellence and Beyond!”** Its mission is to achieve distinction and excellence in academic performance, sports, conduct and be exemplary in preserving our culture and perfect life skills.

The Lilongwe Academy now invites applications from Candidates who meet the required qualifications and experience as follows:

**Position** : Teachers

**Disciplines** : Mathematics, English, Science, Digital Literacy and Computer Science, and French.

**Availability of positions** : 27 August 2024

**Specific Duties** :

### 1. Curriculum Interpretation

- 1.1 Interprets and implements the Cambridge International Education (CAIE) Curriculum Frames Works for the relevant subject for school at which deployed to teach. (**Cambridge Primary School, Cambridge Upper Primary School, Cambridge Lower secondary school, Cambridge GCE / ‘A’ Levels School**)
- 1.2 Schemes, plans lessons to be taught and records the said lessons as per Subject department policy at the school deployed to teach.

### 2. Pedagogics

- 2.1 Applies to teaching pedagogics as recommended by **CAIE** the Curriculum provider.
- 2.2 Teaches in first Language using appropriate and subject relevant pedagogical approaches.
- 2.3 Should be able to teach guided by the 8 CAIE Teacher Standards.

### 3. Assessment:

- 3.1 Gives quality written work to students as per Department Policy and in line with TLAIS strategic Plan.
- 3.2 Constructs valid and reliable tests.
- 3.3 Marks and assigns grades to all students written work as per Department Policy.
- 3.4 Itemizes and records marks for all major tests in the school (Continuous Assessment Tests -CAT1, CAT2, End of Term -EOT, Cambridge Progressive Tests, Mock examinations.)
- 3.5 Records integrated marks in the appropriate record of marks and transfers the same to a student report card.

3.6 Analyses and evaluates student marks using relevant performance indices as contained in the itemized and integrated mark sheets and writes a report on the performance of students which is submitted to the Head of Department. (Important performance indices: Alpha – Cronbach/KR20 or KR 21, Six Sigma's, Effect Size).

#### **4. Class Management**

- 4.1 Disciplines children in line with the Academy code of conduct.
- 4.2 Marks either the class attendance register or the subject attendance register (Proformas) as required.
- 4.3 Ensures neatness of students work, exercise books and equipment.
- 4.4 Ensures smartness of students every school day.
- 4.5 Ensures that students abide by the school rules and regulations.

#### **5. Any Other Duty**

- 6.1 Performs any other relevant duty as required by the Academy.

#### **6. Person Specification**

- 6.1 Ability to teach the above subjects up to A Level. Those with a minimum of Diploma in Education, or Bachelor of Education/Bachelor of Science in Education/ Bachelor of Art in Education Degree will have an added advantage.
- 6.2 Those who taught in Cambridge schools, or checkpoint class will have an added advantage.
- 6.3 A very fluent command of the English language is required, with a preferred proficiency level of B2 on the CEFR scale.
- 6.4 Offer at least one co – curricula activity.
- 6.5 Should exhibit the 5 Characteristics of a Cambridge Teacher (Confidence, Innovativeness, Engaged, Reflective and Responsible).
- 6.6 Should strive to attain teacher status and undergo Teacher Psychometric tests including RAG and self-efficacy assessments from CAIE.
- 6.7 At least 2 years' experience.
- 6.8 Should be aged 30 and above.
- 6.9 Self-motivated, team player, innovative and result oriented.

#### **How to apply**

Interested applicants should send their cover letter, CV and copies of certificate through the following email address: [vacancies@lilongweacademy.ac.mw](mailto:vacancies@lilongweacademy.ac.mw), or to: **The Principal, The Lilongwe Academy, P/Bag B499, Lilongwe 3**, not later than **27<sup>th</sup> July, 2024**. To get information about the Academy please visit our Website: [www.lilongweacademy.ac.mw](http://www.lilongweacademy.ac.mw).