
EMPLOYMENT OPPORTUNITIES

Are you ready for a change?

Do you have an international outlook?

Do you want to work in a well resourced, pleasant environment?

Olga Gudynn International School is looking for *exceptional, adventurous* people to join its expanding team as the school consolidates its place as the *best private school in Bucharest*.

Please forward CV and short covering letter in English to principal@scoalaolgagudynn.ro

Inspirational schools...

"...a student-centred international school,
embracing British educational philosophy, principles and values"

SCHOOL DESCRIPTION

Olga Gudynn International School was founded in 2001 as a coeducational international school for pupils of all nationalities. There are four nursery schools and one school; OGIS operates in five different campuses. The school accepts boys and girls aged from three to fifteen years. The school is accredited by both the Romanian (ARACIP) and other international educational organizations; has membership to **European Council of International Schools, Central and Eastern European Schools Association and International Schools Association.**

OGIS is also an official **Anglia Examinations Syndicate (Chichester College)** centre and offers the full range of examinations in English language, from first step to master level.

The school is set in two modern buildings in the North of Bucharest served by its own bus service. It has a large outdoor play and sports area with facilities for football and basketball, as well as a PE Hall. Other facilities include swimming pool, a modern ICT and multimedia suite with an excellent technical support team, library, lunch room and music facilities.

The motivated, experienced teaching staff have recognised teaching qualifications and the majority of staff have experience teaching in other international schools. The school has a dedicated SEN team to support the pupils' learning.

Educational visits are a regular part of school life; inter-house activities and the elected Student Council ensures pupil involvement in the commitment and delivery of school improvement.

There is a flourishing extra-curricular programme; the school participates in sport competitions with other schools in Romania and abroad. Drama competitions at both national and international level, take place throughout the year. Drama, dance and music opportunities are on offer to all.

The school begins in September and ends mid-June, the nurseries operate during the whole year.

Inspirational schools...

"...a student-centred international school,
embracing British educational philosophy, principles and values"

JOINING OUR ORGANISATION

PROBATIONARY PERIOD

You join us on an initial probationary period of three months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action [which may include the extension of your probationary period or in some cases further training] or terminate your employment at any time. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

JOB DESCRIPTION

You have been provided with a job description of the position to which you have been appointed but amendments may be made to your job description from time to time in relation to our changing needs and your own ability and interests.

PROFESSIONAL DEVELOPMENT / TRAINING

At the start of your employment you will receive an induction briefing and as your employment progresses your skills may be developed through training to encompass new job activities or roles.

PERFORMANCE AND REVIEW

Our new policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses.

APPRAISAL

You may be given appraisal interviews which may be held from time to time normally on an annual basis to allow us to formally appraise your performance.

Inspirational schools...

"...a student-centred international school,
embracing British educational philosophy, principles and values"

JOB DESCRIPTION - TEACHER

Responsible to:

Principal

Job purpose:

- To further the work of the school in line with the School Aim Statement and the School Philosophy Statement;
- To ensure the highest possible standards of education of the pupils for whom the teacher has responsibility – socially, emotionally, physically, intellectually and aesthetically;
- To ensure the development of pupils and colleagues through a particular area of responsibility;
- To ensure continuity of policy and curriculum throughout the school.

Typical work activities:

- planning, preparing and delivering lessons to a range of classes including putting up displays in the classroom;
- marking work, giving appropriate feedback and maintaining records of pupils' progress and development;
- keeping up-to-date with developments in subject area, teaching resources and methods and make relevant changes to planning and activities; maintaining up-to-date subject knowledge;
- selecting and using a range of different learning resources and equipment;
- undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties;
- preparing pupils for qualifications including external examinations and administering and invigilating them
- managing pupil behaviour in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehaviour;
- supervising and supporting the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs);
- participating in and organising extracurricular activities, such as outings, clubs, student organisations, social activities and sporting events;
- participating in departmental meetings, parents' evenings and whole school training events;
- liaising with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers;
- undergoing regular observations and participating in regular in-service training as part of continuing professional development;
- Set a good example in terms of dress, punctuality, attendance and meeting deadlines;
- *Undertaking any other school related duties requested by the Head of School and not mentioned in the above.*

Inspirational schools...

"...a student-centred international school,
embracing British educational philosophy, principles and values"

JOB SPECIFICATION - TEACHER

Knowledge, skills and experience requirements for the post

Qualifications	Essential	Desirable	How Assessed
A good honors degree in relevant subject	Essential		Application form
A teaching qualification	Essential		Application form
Experience	Essential	Desirable	How Assessed
Awareness of strategies available for improving the learning and achievement of all students	Essential		Application/ Interview
A good understanding of curriculum developments in the specific subject area	Essential		Application/ Interview
Skills	Essential	Desirable	How Assessed
Able to use a range of teaching and learning strategies	Essential		Application/ Interview/ Observation
An understanding of how Assessment for Learning can improve student performance	Essential		Application/ Interview/ Observation
Confidence in the use of standard computer packages and how these can be used to enhance student learning	Essential		Application/ Interview
Able to use student level data to raise standards	Essential		Application/ Interview
Able to work independently and collaboratively as a member of a team	Essential		Application/ Interview
Creative in problem solving together with willingness to take on and try new approaches and ideas	Essential		Application/ Interview
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	Essential		Application/ Interview
Able to communicate both orally and in writing to students and their parents	Essential		Application/ Interview
Other	Essential	Desirable	How Assessed
Satisfactory Enhanced Criminal Records Disclosure	Essential		CRB Check
Health and Well Being	Essential		Medical Questionnaire

"...a student-centred international school,
embracing British educational philosophy, principles and values"

SCHOOL OBJECTIVES

One of the OGIS *missions*, in partnership with the community and other organizations, is to provide *students with the knowledge, skills and qualities to be successful in our changing, diverse world.*

Our *vision* is that education at OGIS is a *shared, lifelong experience in which the diverse needs of all individuals are met.*

This experience, provided in a safe, supportive environment, will ensure success in our changing world.

School Profile

Purpose

To provide a friendly and caring environment that enhances learning, personal growth and wellbeing for all students; creates a stimulating and supportive environment for all teachers; and assists, informs and involves parents.

Values

Respect

- *Recognising and accepting the differences in ability, race, religion and beliefs of others.*

Learning

- *Developing and acquiring knowledge, skills, values and attitudes.*

Teamwork

Learning together to achieve the best possible outcomes for all.

Honesty

- *Truthfulness and open communication at all times*

Inspirational schools...

"...a student-centred international school,
embracing British educational philosophy, principles and values"

SCHOOL AIMS

We aim to:

- provide children with a positive, stimulating and secure environment that encourages the fulfillment of individual potential and the growth of self esteem in all areas: academic, social and personal;
- provide an education that addresses the needs of children as whole people;
- provide an educational environment where children grow as part of a wider school community and develop confidence in themselves and others;
- encourage children to engage in open enquiry, creativity and independence thought;
- provide opportunities for children to attain high standards of achievement and move beyond any limits they might set for themselves;
- an international orientated education, going beyond Romanian frontiers, to develop children as citizens of the world.

Inspirational schools...

"...a student-centred international school,
embracing British educational philosophy, principles and values"

UNIVERSAL RIGHTS

All members of OGIS community have the right:

- to work and learn;
- to communicate ideas, feelings and needs;
- to move safely around the school;
- to feel secure at all times and, if disputes occur, to have them settled positively, fairly and non-aggressively.

Inspirational schools...

"...a student-centred international school,
embracing British educational philosophy, principles and values"