



## PYP HOMEROOM TEACHER VACANCY FOR AUG 2025

### Primary Years Programme Teacher Vacancy

ISE is seeking to appoint a full-time **PYP Teacher** to start in August 2025.

International School of Estonia is a private, co-educational, not-for-profit school, located in Estonia (Tallinn). ISE is a fully authorised International Baccalaureate Continuum World School. NEASC and CIS also accredit it and as such is the only fully accredited International School in Estonia. It has an enthusiastic and hardworking staff, small class sizes, a happy and motivated student body and is centrally located just outside the beautiful medieval old town area of Tallinn. The school is recognised locally as a centre for excellence.

#### Qualifications /prerequisites

- Degree-qualified, certified teacher with a field of study in primary education.
- At least 2 years of experience in an international school in a similar position.
- A passionate educator with a strong knowledge of phonics to inspire young learners and build their foundational reading and writing skills.

#### Additional Desirable Qualifications (see job description after vacancy description):

- Commitment to model the behavioural competencies of the IB Learner Profile
- Training and experience teaching the IB Primary Years Programme of the International Baccalaureate
- An understanding of inquiry learning and the importance of student agency.
- Good skills using instructional technology and experience in differentiated classroom teaching.
- A knowledge of/passion for, the International Baccalaureate, ISE Guiding Statements, and High Quality Teaching and Learning.
- Strong desire to be an inspiring, motivated educator.
- Knowledge of and experience implementing Universal Design for Learning approaches.

#### Working Relationships

You will form part of a small closely knit cohort of primary teachers in the school who work collaboratively to maximise learning opportunities for students.

#### The Package

In addition to a competitive salary, an accommodation allowance, relocation support, and high-quality international medical insurance is available to overseas candidates. Expressions of interest for the above position close on 10.01.25. Should a very suitable applicant be identified before that date, the school reserves the right to make an immediate appointment. A letter of interest and introduction, a Curriculum Vitae and the names and contact details of at least two referees who have been closely involved with you professionally should be sent by email to: [vacancies@ise.edu.ee](mailto:vacancies@ise.edu.ee)





Please read this advertisement carefully.  
You should only apply if you have qualifications and experience  
that match our current requirements. Typically, ISE receives many  
applications, and it may not be possible to individually  
acknowledge receipt of each one.

## ISE TEACHER JOB DESCRIPTION

### Qualifications:

- Valid certification (or equivalent) in teaching area
- Minimum of two (2) years of experience
- English language proficiency

### General statement:

The primary function of the classroom teacher is to facilitate the development of the student in the cognitive, affective, ethical, and physical (including psycho-motor) domains of his/her growth. To this end, the teacher will provide an educational program for the students and will assist in other school programs as required by Board policy and contractual obligations.

### Duties and responsibilities:

- Promotes the ISE Mission, Vision, and Core Values
- Follows all guidelines in the Staff Handbook
- Works to implement Universal Design for Learning approaches
- Determines with the relevant administrator appropriate learning objectives for the class, taking into account the school's course of study and the assessed needs of the students
- Plans appropriate learning experiences for individual, group, and class instruction according to IB program objectives with all IB unit plans and updated comments on a regular basis on ManageBac
- Monitors student progress and evaluates the student's achievement in relation to learning objectives
- Reports individual pupil's progress to parents and school personnel through the preparation of digital updates in ManageBac, report cards, conferences, meetings, and other forms of communication as per the guidelines of the ISE Communication Plan.
- Creates, with the assistance of pupils, a functional, safe, attractive, and physically comfortable environment to the extent possible
- Maintains professional competence through participation in in-service educational activities provided by the school and/or self-selected professional growth activities
- Performs basic attendance accounting, record keeping, and clerical services as assigned
- Assists in the selection and requisitioning of resources, instructional aids, and supplies to the extent possible.



- Establishes and maintains acceptable standards of pupil behaviour
- Administers any school testing program required by the administration
- Participates in curriculum development, program planning, school evaluation processes, and other faculty committees as required by the school administration
- Shares in the sponsorship of student activities and attends student trips, when necessary
- Plans and coordinates the work of aids, and teacher assistants where appropriate
- Works with colleagues, ancillary staff, parents, and community agencies in matters of mutual concern
- Participates with the administration to develop a continuous improvement plan for both the individual teacher and the school
- Addresses others with respect, according to the guidelines in the ISE Communication plan
- Values mutual respect, diversity, and the principle of equal treatment
- Fulfils duties as assigned by the Director
- Follows staff dress code, and dresses as befitting the status of a professional. Clothes should be smart, business professional, and appropriate for your teaching responsibility. Unless suitable for your assignment or a field trip, sports shoes, printed t-shirts, and clothes in poor shape should be avoided.
- Follows ISE calendar (hours & year)
- Participates in special programs after school hours on special occasions when appropriate. There will be occasions, beyond the normal ISE workday, when you will be needed for various activities such as in-service, community projects, extra-curricular activities, school trips, etc. You are required to attend the Open House and Conferences. For other events such as the Community Barbecue, AGM, and the Talent Show, you are encouraged to attend, but you are not required to attend.
- Presents a positive image to the community
- Maintains an awareness of student/staff safety according to ISE Emergency Procedures Manual
- Maintains appropriate student/teacher relationships and reports any misconduct to the Administration as outlined in the ISE Child Safeguarding Policy and Procedures manual

