



Job Title: ICT Teacher (Prep School)

Employer's Name: International Community School

Employment Start Date: January, 2026

School/Campus: Accra Campus

ABOUT THE SCHOOL:

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become a public leader.

We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A Level Exams.

THE POSITION:

We are seeking to recruit a passionate and skilled **ICT Teacher** to join our Prep School team. The successful candidate will deliver a balanced curriculum, maintain progress for all learners at a pace suitable to their age and development, and use effective differentiation techniques to guide students in digital literacy, coding, responsible online behavior, and foster problem-solving and creativity.

PRIMARY ROLE:

- ✧ Plan and deliver well-structured lessons aligned with the curriculum and suited to all abilities.
- ✧ Create a stimulating classroom environment that encourages active learning.
- ✧ Use varied teaching methods and digital tools to engage students and support progress.
- ✧ Assess, record and report on student attendance, development and attainment.

- ✧ Provide extra support for struggling learners and enrichment for those excelling in ICT.
- ✧ Grade assignments, tests and presentations, and communicate effectively with parents and colleagues.
- ✧ Collaborate with fellow teachers to share strategies and improve classroom practice.
- ✧ Develop and implement ICT schemes of work to enhance subject delivery.
- ✧ Maintain discipline, uphold school policies and promote positive behavior and relationships.
- ✧ Liaise with relevant staff to support students with special educational or pastoral needs.
- ✧ Carry out any other reasonable duties assigned by the school.

PERSON SPECIFICATION:

Minimum Requirement:

The applicants must:

- ✓ Be fully qualified as an ICT teacher, with a Degree in ICT Education or post-graduate qualification in Education.
- ✓ Have at least 5 years post qualification teaching experience as an ICT Teacher.
- ✓ Demonstrate use of technology in instructional delivery.

Knowledge, Skills and Abilities:

The applicant must:

- ✓ Be a motivated individual with a keen interest in encouraging and inspiring students to love learning and excel in the ICT class.
- ✓ Have a solid and demonstrable teaching experience.
- ✓ Be able to use effectively a variety of teaching and learning styles to enhance

- ✓ teaching, including a wide range of ICT resources.
- ✓ Have evidence of high achievement in teaching across the age range.
- ✓ Able to demonstrate knowledge and experience to carry out the responsibilities of an ICT teacher in relation to planning, delivering and assessing the Curriculum across the primary phase.

Be able to demonstrate:

- ✓ An innovative and creative approach to providing an outstanding education in ICT.
- ✓ The ability to inspire, challenge, support and empower students and colleagues towards excellence
- ✓ Excellent interpersonal skills and ability to establish good working relationships across the school community.
- ✓ Excellent communication in English (written and spoken) and presentation skills
- ✓ The ability to respond positively and proactively.

Application Instructions:

NOTE: Present portfolio of work, including writing and digital samples.

Kindly submit your CV and a cover letter, a letter of recommendation from your current Head and contact of two references, who will be contacted if shortlisted. Only shortlisted applicants would be examined and interviewed. All appointments are subject to exams writing, interview, identity checks, criminal record checks and successful references.

Submit queries, if any and your completed application to hr@icsghana.info.