



**Job Title:** Lower Secondary School English Language/Literature Teacher

**Employer's Name:** International Community School

**Employment Start Date:** 1<sup>st</sup> September 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 patriotic leaders.

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 looking for an outstanding and dedicated English Teacher to join our Lower Secondary School team. The successful candidate will be an experienced educator with a passion for teaching English Language and Literature, a commitment to academic excellence, and a proven track record of preparing students for success in IGCSE and A-Level programmes.

### **RESPONSIBILITIES/DUTIES:**

#### **Instruction & Curriculum Delivery:**

- ❖ Plan, prepare and deliver engaging lessons that promote intellectual curiosity through effective questioning, clear presentation and optimal use of resources.
- ❖ Define clear learning objectives, lesson structures and instructional sequences tailored to students' educational needs.
- ❖ Employ differentiated teaching strategies to accommodate diverse learning styles and academic levels.
- ❖ Integrate technology effectively to enhance classroom instruction and student learning.

### **Language & Literature Development:**

- ❖ Teach core principles of English, including grammar, syntax, vocabulary and word usage.
- ❖ Cultivate students' appreciation and critical understanding of literature.
- ❖ Strengthen verbal communication skills through reading, discussion and debate.
- ❖ Develop students' writing proficiency across various genres and formats.
- ❖ Encourage critical thinking and analytical reasoning in all aspects of language and literature.

### **Classroom & Behavior Management:**

- ❖ Create a safe, inclusive and dynamic learning environment that promotes student engagement.
- ❖ Facilitate independent and collaborative learning experiences.
- ❖ Uphold classroom discipline in alignment with school policies to ensure a productive atmosphere.
- ❖ Supervise and guide student behavior during extracurricular activities as needed.

### **Assessment & Progress Monitoring:**

- ❖ Track student learning through formative and summative assessments.
- ❖ Design, administer and grade curriculum-aligned assessments and assignments.
- ❖ Analyze student performance and adapt teaching methods to address individual learning needs.

### **Collaboration & Communication:**

- ❖ Build positive relationships with students, staff, counselors and administrators to support student development.
- ❖ Maintain regular communication with parents/guardians regarding academic progress and behavioral concerns.
- ❖ Keep accurate records of attendance, grades, assessments and test scores per school policies.

### **Professional Development & Engagement:**

- ❖ Participate actively in staff meetings, training sessions and school initiatives.
- ❖ Pursue ongoing professional development to refine teaching skills and stay current with educational best practices.

### **EDUCATION, QUALIFICATIONS, KNOWLEDGE & EXPERIENCE:**

- A bachelor's degree in education, English option (a master's degree in the field is preferred)
- Minimum 4 years of teaching experience with the Cambridge IGCSE/A-Level curriculum for English
- Valid teaching certification/license as required
- A deep passion for English education, with the ability to inspire both students and colleagues
- Strong classroom management skills and familiarity with school policies and procedures
- Expert-level subject knowledge, including curriculum design, assessment strategies and best practices in English instruction
- Proficient in integrating technology and digital tools into teaching
- Up-to-date with modern pedagogical approaches and trends in English education
- Proven track record of teaching high-achieving students, with the ability to challenge and extend gifted learners
- Able to maintain a high standard of professional conduct
- Able to handle stress
- Outstanding communication skills
- Creative and innovative
- Outstanding problem-solving skills



## APPLICATION INSTRUCTIONS:

### NOTE:

Kindly submit your CV, certificates and a cover letter, a letter of recommendation from your current Head and contact of two references who will be contacted if shortlisted. Please note that only shortlisted candidates will be contacted and invited to take part in the written assessment, interview, and teaching demonstration process. All appointments are subject to identity checks, criminal record checks and successful references.

Submit queries, if any and your completed application to [hr@icsghana.info](mailto:hr@icsghana.info)