

## Teacher of Information & Communications Technology

English Secondary Department

To start in August 2025 in Parañaque (Manila, Philippines)

### Job Overview

The Teacher of History & Geography is responsible for delivering high-quality education in accordance with the school's curriculum and educational standards. This role involves preparing lesson plans, conducting classes, assessing student progress, and supporting the overall learning experience. The teacher must maintain a conducive learning environment and contribute to the development of the students both academically and personally.

### Key Responsibilities

#### *Lesson Planning and Delivery*

- ▶ Develop, implement, and review lesson plans that align with the curriculum and educational standards.
- ▶ Teach assigned subjects effectively to ensure student understanding and mastery.
- ▶ Employ a variety of teaching methods and strategies to accommodate different learning styles.
- ▶ Introduce students to core IT topics such as programming, database management, computer systems, networking, and web design.
- ▶ Teach practical skills like using productivity software (e.g., spreadsheets, presentations) and troubleshooting basic hardware/software issues.
- ▶ Guide students in coding languages like Python, Java, or HTML/CSS based on the curriculum.

#### *Student Assessment*

- ▶ Regularly assess and monitor student progress through tests, assignments, and other evaluative tools.
- ▶ Provide constructive feedback to students to help improve their academic performance.

#### *Classroom Management*

- ▶ Establish and maintain a positive and respectful classroom environment.
- ▶ Handle disciplinary issues professionally and in accordance with school policies.

#### *Collaboration and Communication*

- ▶ Work closely with colleagues and department heads to coordinate lesson plans and ensure consistency in teaching practices.
- ▶ Communicate effectively with parents, providing updates on student progress and addressing any concerns.

#### *Professional Development*

- ▶ Participate in staff meetings, professional development sessions & training programs to enhance teaching skills.
- ▶ Stay updated on educational trends, curriculum changes, and new teaching methodologies.

#### *Administrative Duties*

- ▶ Maintain accurate records of student attendance, grades, and other required documentation.
- ▶ Prepare and submit reports as required by the school administration.

#### *Extracurricular Involvement*

- ▶ Support and participate in school events, extracurricular activities, and other non-academic functions.

### Subject(s) to teach:

ICT (Information & Communication Technology)

### Qualifications

- ▶ Bachelor's degree in Education or a related field.
- ▶ Valid teaching certification/license.
- ▶ Proven experience as a classroom teacher, preferably in a secondary school setting.
- ▶ Strong classroom management skills.
- ▶ Excellent communication and interpersonal skills.
- ▶ Ability to work collaboratively with colleagues, parents, and students.
- ▶ Commitment to ongoing professional development and staying current with educational best practices.
- ▶ Proficiency in programming languages like Python, Java, HTML/CSS, and SQL.
- ▶ Knowledge of operating systems (Windows, Linux, macOS).
- ▶ Familiarity with networking, cybersecurity, and database management.
- ▶ Experience with productivity software (e.g., Microsoft Office, Google Workspace).
- ▶ Understanding of emerging technologies like AI, cloud computing, and IoT.

### Contact



Anis Shahmardani | Human Resources | German European School Manila (GESM)



Eurocampus, 75 Swaziland St., Better Living Subdivision, Parañaque 1711, Metro Manila, Philippines



[recruitment@gesm.org](mailto:recruitment@gesm.org) |  +63 2 8776 1000