

Role Profile

Primary Teacher

Location: Four Forest Zug

Function/Department: Teaching

Reporting To: Principal

What you'll be doing

Role purpose

English School Teacher at Four Forest Bilingual International School is responsible for delivering engaging, English-language instruction within a bilingual educational framework. This role requires an educator who can support the English development of young learners in a bilingual setting, working alongside German-speaking teachers to foster a cohesive, dual-language learning environment. The teacher will create enriching experiences that align with Swiss and international curriculum standards, encouraging students to become confident, bilingual communicators.

English Curriculum Delivery

- Deliver primary-level lessons in English, ensuring alignment with the bilingual curriculum and adherence to Swiss Lehrplan 21 educational standards.
- Design and implement lesson plans that support English language development and cross-cultural understanding.
- Use a variety of teaching methods to make learning engaging, interactive, and accessible for non-native English speakers.

Student Assessment and Progress Monitoring

- Regularly assess students' English language proficiency, academic performance, and overall progress through formative and summative assessments.
- Provide constructive feedback to students and communicate progress to parents, highlighting areas of achievement and areas for improvement.
- Adjust teaching strategies based on assessment data to meet the individual needs of students, supporting both language acquisition and academic growth.

Classroom Management and Student Support

- Establish a positive, inclusive classroom atmosphere that promotes learning, respect, and responsibility.
- Implement classroom management techniques that encourage a supportive environment and foster mutual respect among students.
- Offer additional support to students who may require extra help in English, adapting lessons to meet varied proficiency levels.

Collaboration with Bilingual Staff

- Work closely with German-speaking co-teachers and staff to coordinate the bilingual curriculum, ensuring consistency and continuity across both languages.
- Participate in planning sessions, collaborative activities, and interdisciplinary projects that support a bilingual learning approach.
- Maintain open communication with parents and colleagues, offering insights into student progress and development.

What you will be doing

As an English Speaking Primary Teacher, you will:

- Plan and deliver engaging, high-quality lessons in English across the primary curriculum, ensuring learning is inclusive, creative and appropriately differentiated
- Teach English language and literacy, including phonics, reading, writing and speaking skills for both native and EAL learners
- Deliver subject learning in English (e.g. maths, inquiry, science, humanities, PSHE and creative subjects) in line with the school's bilingual curriculum
- Work in close partnership with the German co-teacher to plan units, align vocabulary and ensure coherent bilingual learning pathways
- Create a rich English-language environment that promotes confidence, communication and intercultural understanding
- Assess and track pupil progress, provide constructive feedback and maintain accurate learning records
- Build positive relationships with pupils and families, contributing to a strong home–school partnership
- Support pupils' wellbeing, behaviour and social development in line with safeguarding and school policies
- Participate in meetings, reporting, parent conferences and whole-school initiatives
- Contribute to the wider life of the school, including supervision duties and extracurricular activities

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

What you'll bring

| Essential | Desirable |
|--|--|
| <p>Skills</p> <ul style="list-style-type: none">• Native or near-native fluency in English, with the ability to teach English language learners effectively.• Strong communication skills, with the ability to engage and motivate young learners and interact effectively with parents and staff.• Adaptable and creative in lesson planning to address varying English language proficiency levels among students.• Collaborative approach, working effectively within a bilingual team to support dual-language objectives.• Enthusiastic about fostering a multicultural, bilingual learning environment, showing cultural sensitivity and inclusivity. | <p>Skills</p> <p>Additional language would be an advantage as we are a multicultural environment.</p> |
| <p>Qualifications</p> <p>Bachelor's degree in Primary Education or a related field; a recognized teaching qualification is required</p> | <p>Qualifications</p> <p>QTS / PGCE or Equivalent qualification.</p> |
| <p>Experience</p> <p>Previous experience teaching at the primary level, ideally in an international or bilingual school setting.</p> <p>Demonstrated success in supporting high-quality teaching and learning.</p> | <p>Experience</p> <p>Familiarity with Swiss educational standards and bilingual curriculum is an advantage.</p> <p>Demonstrated success in supporting high-quality teaching and learning.</p> |

Key Stakeholders you'll be working with

- Internal: Executive Principal, the Senior Leadership Team, Campus Leads, teaching and non-teaching staff, students, parents, and Cognita's regional and global education
- External: cantonal and local education authorities, inspection and accreditation bodies, professional associations, partner and feeder schools, community and business partners, prospective parents and families, and organisations that support and promote the school's bilingual and international profile.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA