



Pamoja Online Teacher Recruitment Information

March 2019



Dear prospective teacher,

It gives me great pleasure to share with you some information on our teaching positions.

We hope that this information pack will provide all potential teaching applicants with useful knowledge and guidance on our teaching roles, the terms and conditions offered, together with details of the application and online training process. Take a look at page 11 to understand some feedback and views from our current teachers.

The team and I look forward to reviewing your application and speaking with you. If you have any queries, please do not hesitate to contact me.

Yours sincerely,

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HR Director

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Who are we?

As an EdTech company, majority owned by the GEMS Education group, Pamoja is pioneering the future of secondary education on a global scale. We provide schools with online learning solutions, from structured content to courses fully taught by our own teachers. We teach thousands of students from hundreds of schools around the world.

For the past 10 years we have supported schools in the successful delivery of their International Baccalaureate (IB) Diploma Programme (DP). We are now embarking on the next phase of the company's growth with an ambitious plan to expand into new markets. We have recently registered as a Cambridge International School offering Cambridge IGCSE and Cambridge International AS and A Level, bringing our online teaching and learning expertise to Cambridge International Schools worldwide. We have opportunities for experienced teachers in either curricula.

Our mission is to broaden choice and access to high quality education. We're passionate, committed and excited about our unique learning model in which students develop the skills they need for university, work and life. We are a dynamic and rapidly expanding company with head office in Oxford, UK, delivering a unique global educational offering.



The Pamoja Experience

Pamoja gives teachers the chance to be part of a global team, whose talent, passion and collaborative approach enable outstanding achievements in the world of online education and allow individuals to use their intellect, experience and vision to be exceptional in their field of work.

Our part-time, contracted teaching positions offer the opportunity to cultivate new skills which can be utilised in a range of online and traditional educational settings. They also offer a competitive remuneration package and flexible working conditions; roles are available on a part-time contractor basis and can be delivered at a time and in a location to suit the teacher, including working from home.

If you are passionate about 21st century learning, have a thirst for knowledge and a desire to succeed, then you will benefit from being part of the Pamoja team. We draw on each other's knowledge and experience to remain inspired and motivated, ensuring the best possible learning experience for our students.

Our aim is to focus teacher time on higher order instructional activities such as student interaction, student assessment and feedback. You will be supported by subject and curriculum specific Course Advisors, with all Academic delivery overseen by Hannah Senel-Walp, our Principal of Online Courses and a team of Academic Operations Officers.

Our pay structure is set out in the document *Pamoja Teacher Pay from September 2019*.

Online Teacher Job Description

The role of a Pamoja teacher is first and foremost to facilitate learning - not direct it. We are committed to doing more than supporting students in achieving good results. We are dedicated to developing students' capacity as independent and collaborative learners. To achieve this goal, Pamoja teachers must give students room to learn - and let go of some traditional face-to-face, teacher directed, student management strategies.

Pamoja's platform, systems and personnel are dedicated to closely monitoring student progress and intervene when and where appropriate. However, teachers trained in skilful student management can reinforce the student's responsibility for learning without neglecting them and develop their independence from teacher- directed learning.

The approach to teaching is very similar between Cambridge IGCSE, Cambridge International AS and A Level and IB Diploma Programme (DP) Courses, with all courses operating to a 33-week timetable in Year 1 and a 29-week timetable in Year 2.

For a typical Pamoja teaching section of 25 to 30 students, average hours of work are:

- Cambridge IGCSE: estimated at 7.5 hours per week;
- Cambridge International AS and A Level: estimated at 12.5 hours per week;
- IB Diploma Programme: 10 hours per week.

Notes

- For the IB Diploma Programme, a typical teaching section for Film is 20 to 25 students. Teaching hours are higher for IB DP Language Ab Initio courses due to oral conversation sessions, which is reflected in higher remuneration;
- For Cambridge International courses – this will be the first year of teaching, therefore we will be reviewing the teacher delivery model and associated workload through the year. Teachers will be involved as part of this review and will be asked to provide details on their work patterns to support the delivery.

The Teaching Services include:

Teacher Support

- Review course content and Teacher Support Material (TSM) to ensure preparedness to instruct the upcoming unit/lesson.
- Respond to administrative notifications re students with foreseen absences and differentiate for their needs.
- Respond to administrative notifications re enrolment of students under special circumstances:
 - Late enrolments;
 - Students with special needs;
 - Transfer students.
- Respond to communication from Pamoja administration as necessary with regards to:
 - Student engagement;
 - Student circumstances.
- Regularly check the subject workspace to monitor communications, requests and issues arising.
- Contribute to the publication of general assessment feedback.
- Participate in requisite standardization activities.

Interaction

- Manage communications, responding to direct messages from students.
- Monitor discussion and join in with student support as and when appropriate – this may be by organising video conferences through the platform.
- IB DP Courses only:
 - Create student groups for group activities;
 - Preparation and delivery of Live Lessons according to a rota.

Marking and Feedback

- Manage student assessment activity - reviewing or marking student work with feedback, according to standards communicated in mark-schemes, criteria and work-samples provided in TSM.
- Provide Term Reports and Engagement Ratings on schedule.

Please note that the above list is intended as general guidance to the scope of the Teaching Services and is not designed to be exhaustive.

Online Teacher Person Specification

- Educated to a minimum of degree standard, or equivalent.
- An experienced teacher of the relevant curriculum, with an appropriate teaching qualification.
- Has at least two years' experience teaching the course subject at the level (Cambridge IGCSE, Cambridge International A Level or IB Diploma Programme) specifically relevant to their application.
- Can motivate, inspire and coordinate a class effectively.
- Able to confidently use Microsoft Office and its associated programs.
- A confident and eloquent communicator, with excellent written and spoken communication skills.
- Ideally has worked in an establishment that has experience of delivering education through online programs or has personal experience with online or blended learning, either as a student or instructor.
- Able to work virtually and autonomously to meet deadlines, with excellent organisational and time management skills.
- Highly self-motivated and proactive individual with a genuine passion to learn and explore online tools and techniques.
- Ideally has experience with one or more learning management systems (such as Moodle, Canvas, Angel, D2L, and Blackboard).
- Possesses a flexible and positive can-do attitude.

Teacher Requirements

All teachers are required to:

- Obtain approval on headed paper from their current School Head/Principal or Superintendent of School District (if applicable), to work with Pamoja.
- Provide a separate reference.
- Undertake required training delivered at no cost to the teacher by Pamoja.
- Provide proof that they are eligible to work in the country within which they reside.
- Provide a copy of their passport.
- Commit the commensurate time per week, per course section assigned, that they would typically allocate if teaching the courses face-to-face, including time for preparation, review, teaching and marking.
- Provide a Disclosure and Barring Service check if UK based (a criminal records check) or equivalent (such as a police letter) depending on country of residence.

Note: All teaching positions will be subject to satisfactory teaching employment vetting and reference checks

Online Teacher Frequently Asked Questions

Online Teaching

How frequently is an online Pamoja teacher expected to log in to the student course?

To facilitate effective online learning and teaching for our students, it is important that students are offered on-going support and dialogue. Therefore, it is recommended that a teacher should login to the online student course system on at least five separate days in each week. Whilst we appreciate there will be time differences (between students and teachers), teachers are expected to respond to students within 24 hours of receiving a message.

Can I teach an online IB Pamoja course and still work at my current school?

It is completely feasible for existing full or part time school teachers to also teach online with Pamoja. All applicants that this applies to are required to provide written permission from their School Head/Principal or Superintendent of School District, to teach with Pamoja.

What is the maximum number of students in one section?

Section sizes vary, but typically 25 to 30 students will be allocated per course section. In some cases, for experienced Pamoja Teachers, larger sections of up to 35 students may be allocated. In exceptional and rare cases, and with the agreement of the Teacher, sections sizes can extend up to 40.

Can I teach more than one section?

This may be possible, however, Pamoja recommends that only one section is taught within the first academic year. The allocation of additional sections may be considered for teachers who have a more flexible/available schedule (i.e. those who don't work full-time). Thereafter, it is at the discretion of Pamoja if additional sections are allocated. In the event that an additional section is allocated, Pamoja will require further permission from their School Head/Principal or Superintendent of School District.

Can I teach more than one course subject?

Yes, if your experience and availability permits. All subjects and sections will be allocated at the discretion of Pamoja (please refer to the question above).

What payment can I expect to earn as a Pamoja teacher?

Please refer to the document Pamoja Teacher Pay from September 2019.

What is my employment status with Pamoja?

Teachers will be self-employed contractors for the duration of their teaching agreement. Teacher fees will be paid, without deduction for tax or social security. Teachers will therefore be fully responsible for any income tax, National Insurance and/or Social Security contributions in their country of residence.

Will I need to obtain a relevant work permit to teach an online Pamoja course?

A work permit will not be required as teachers will teach from their country of residence. However, teachers will need to provide evidence that they are eligible to work from their country of residence.

Will I be subject to any additional checks?

All teachers will be appointed subject to:

- Receipt of a satisfactory reference;
- Written permission from their School Head/Principal or Superintendent of School District (as appropriate);
- Receipt of a satisfactory Disclosure and Barring Service Check (a criminal records check), relevant to the country of residence;
- Successful completion of the Pamoja online professional development training;
- Providing documentary evidence of a current teaching license/credential from a recognized state or national authority and of relevant academic achievements;
- Providing evidence that they are eligible to work in their country of residence and copy of passport.

Will I be provided with IT equipment?

All teachers are required to provide their own IT equipment and must have a reliable Broadband connection to the internet that allows VOIP services such as Microsoft Teams and Zoom in order to conduct their online teaching. Course specific software and resources will be provided where appropriate.

You can find the details of Technical Requirements here:

<https://pamojaeducation.com/resources/>

Teacher Recruitment Criteria/Selection

Is online teaching experience a prerequisite to being selected as a prospective Pamoja teacher?

Although highly desirable, this is not a prerequisite. However, successful applicants will have strong ICT skills and will demonstrate the ability to learn the required skills and adapt their teaching style accordingly, in order to deliver effective online training.

How much experience must I have in order to be considered as a Pamoja teacher?

Pamoja will assess each applicant fairly and objectively, based on their individual skills and experience. Successful candidates must be able to demonstrate significant teaching experience and knowledge of their subject within the curriculum and level that they are applying for (Cambridge IGCSE, Cambridge International A Level or IB Diploma Programme). All teachers will have taught a cohort of students through the full life cycle of the specific course they wish to teach for Pamoja.

Online Teacher Feedback

What do existing online teachers say about working with Pamoja?

"I feel that I am using my skills and expertise to the full in the online classroom, I have a real relationship, individually and as a group with my students, and I am spending my time teaching the students NOT teaching the subject. I am fulfilled as a teacher."

"As an online teacher with Pamoja I feel part of a group of professionals who have a baseline of expertise and experience far higher than can be found in any teachers' lounge. This gives the sense of an environment where professionals at the top of their game are valued and whose opinions and advice are taken seriously."

Expectations are high, the work is demanding, and the technology must be mastered, but the rewards are to be part of a teaching community, unmatched in its professionalism that is breaking new ground in international education. This is your chance to be part of the future!"

"I think the biggest benefit to teaching online is being able to interact with students and other educators from around the world. Teaching online provides professional development on regular basis through a global network of students and colleagues. I have learned how to incorporate technology into my lessons more effectively and gained a more balanced perspective of the world."

"The main challenge for teaching online is finding the time to embrace all the experience has to offer. Teaching online can be more time consuming than in a classroom but it can also be more rewarding".

"Class discussions with students living in different parts of the world provide a true international experience. Being in an online course provides students with immediate access to different cultures and ways of thinking".

"What I found most intriguing and delightful was the fact that students from such diverse backgrounds were able to share and communicate with one another, and in so doing demonstrate that for all of their diversity, they share a great deal in common."

"There can be no doubt that learning online is both the wave of the future and the most important thing happening in education here and now. It is thrilling to be part of this revolution".

Application Process

- Should a suitable vacancy become available, please apply via the [Pamoja website](#).
- All applications will be acknowledged. Note: the system will allow you to upload required documents and update your application when convenient.
- Shortlisted applicants will be invited to attend an initial online interview which will typically be held with one of the recruitment team and/or a member of the Pamoja Academic team.
- Successful applicants will be invited to the online teacher training course.
- Following evaluation of the training, applicants will be informed of the outcome and advised of potential teaching opportunities and, if appropriate, dates for teacher online orientation.