



## **VACANCY ANNOUNCEMENT – SECONDARY SCHOOL TEACHERS**

Mzuzu International Academy (MIA) is a co-educational day (Reception – Year 6), boarding and day (Years 7-11) school located on the outskirts of Mzuzu City currently serving the educational needs of about 480 students based on the requirements of Cambridge IGCSE. In preparation of the 2026-2027 Academic Year, the Academy invites teaching applications to fill the following subject combinations;

- 1. Geography / History**
- 2. Business Studies / Mathematics**
- 3. Mathematics / Sciences**
- 4. Guidance and Counselling / Boarding Parent**
- 5. Mathematics / Geography**
- 6. Biology / Mathematics**
- 7. Chemistry / Mathematics**
- 8. English / French/ Drama/ Music**
- 9. Physics / Mathematics**
- 10. Physical Education / Science**
- 11. ICT**
- 12. Environmental Studies / Geography**

### **1. JOB ROLES AND RESPONSIBILITIES**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head of Secondary / or the Senior Leadership Team (SLT). Responsibilities include, but not limited to:

- i. Plan teaching to achieve progression in children's learning.
- ii. Identify clear teaching and learning objectives and specify how they will be taught and assessed.
- iii. Set tasks, including homework, which challenge children and ensure a high level of interest.

- iv. Set appropriate and demanding expectations for children's learning, motivation and presentation of work.
- v. Take account of children's needs by providing structured learning opportunities which develop the areas of learning identified in national, local and school policies.
- vi. Plan opportunities to contribute to children's educational knowledge and to their personal, spiritual, moral, social and cultural development.
- vii. Contribute to the specified Department Development Plan.
- viii. Provide high quality music support for assemblies
- ix. Establish and maintain a safe environment which supports learning and in which children feel secure and confident.
- x. Maintain discipline in accordance with the school's procedures and encourage good practice with regards to punctuality, behaviour and standards of work and homework.
- xi. Assess and record children's progress systematically and keep records to check work is understood and completed and understand where their strengths and weaknesses lie.
- xii. Write and deliver schemes of work that identify clear targets and success criteria for its development and/or maintenance.

## **2. Competences and Aptitudes:**

A self-starter; interpersonal skills and a team player; ability to multitask and prioritize; calm, flexible and friendly to children.

## **3. Minimum Academic, Professional Qualifications and Work Experience:**

- i. Bachelor of Education or equivalent.
- ii. Those with any degree must have University Certificate in Education (UCE)
- iii. A minimum of three years hands-on experience in teaching.
- iv. Must be registered and licensed with TCM.

## **METHOD OF APPLICATION**

Interested candidates should submit application letters, curriculum vitae with three (3) traceable referees, copies of educational and professional certificates to the address below before 4:30 p.m of Friday, 31<sup>st</sup> March, 2026.

**Applicants sending applications electronically should send attachments in one folder and in PDF format to [recruitment@mzuzuacademy.org](mailto:recruitment@mzuzuacademy.org) or deliver by hand to.**

**The Principal  
Mzuzu International Academy  
P.O. Box 20165  
Luwinga, Mzuzu 2**