



## **VACANCY ANNOUNCEMENT – PRIMARY SCHOOL TEACHERS**

Mzuzu International Academy (MIA) is a co-educational Primary day (Years 1-6) and Secondary boarding and day (Years 7-11) school located on the outskirts of Mzuzu City with an education system centred around the National Curriculum of England and the requirements of Cambridge IGCSE. To deliver its strategic objectives effectively and efficiently, Mzuzu International Academy now invites applications from suitably qualified candidates to fill the position of;

### **1. PRIMARY SCHOOL TEACHERS.**

#### **JOB PURPOSE**

The successful candidate will teach within Key Stage 1 or Key Stage 2 (Years 1–6) and will be responsible for delivering engaging and effective lessons that support the academic progress and wellbeing of all pupils.

The teacher will:

- Plan and deliver high-quality, engaging lessons that meet the diverse needs of pupils.
- Create a stimulating and inclusive classroom environment that promotes curiosity and independent learning.
- Assess and monitor pupil progress, using assessment to inform teaching and support individual development.
- Work collaboratively with teaching assistants and colleagues to ensure effective support for all learners.
- Foster positive relationships with pupils, parents, and colleagues.
- Contribute to whole-school initiatives, events, and extracurricular activities.

#### **PERSON SPECIFICATION**

The following qualifications, qualities, skills, and experience are considered necessary in this key post:

### **Qualifications and Experience:**

- Degree in Education or equivalent.
- A minimum of three years hands on experience in teaching.
- Must be registered and licensed by TCM.
- Experience in working with children, preferably in a school setting.
- A calm, patient, and enthusiastic approach to working with children.
- Strong interpersonal and communication skills.
- Familiarity with Cambridge Syllabus or knowledge in PIRA & PUMA will have an added advantage.

## **2. PRIMARY TEACHER ASSISTANT**

### **The Teacher Assistant will be expected to:**

- Support pupils during lessons and learning activities under the guidance of the class teacher.
- Assist pupils with reading, writing, and other learning tasks.
- Provide additional support to pupils with learning difficulties, special educational needs, or those for whom English is an additional language.
- Encourage pupils' confidence, independence, and positive behavior.
- Help prepare teaching materials, classroom resources, and displays.
- Assist teachers with organizing classroom equipment and maintaining a tidy learning environment.
- Monitor pupils' participation and progress and provide feedback to the class teacher.
- Support the recording of homework tasks and reading logs.
- Accompany pupils to specialist lessons and assist specialist teachers where required.
- Participate in playground duty, school trips, events, and other school activities.
- Follow school policies related to safeguarding, health and safety, confidentiality, and child protection.

### **Minimum Qualifications and Experience**

- A Certificate or Diploma in Education, Early Childhood Development.
- Experience working with children in a school or educational setting
- Good command of spoken and written English
- Basic ICT skills to support learning activities

## **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 not later than **Friday 31<sup>st</sup> March, 2026**. Applicants sending applications electronically should send attachments in PDF format and in one folder 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**