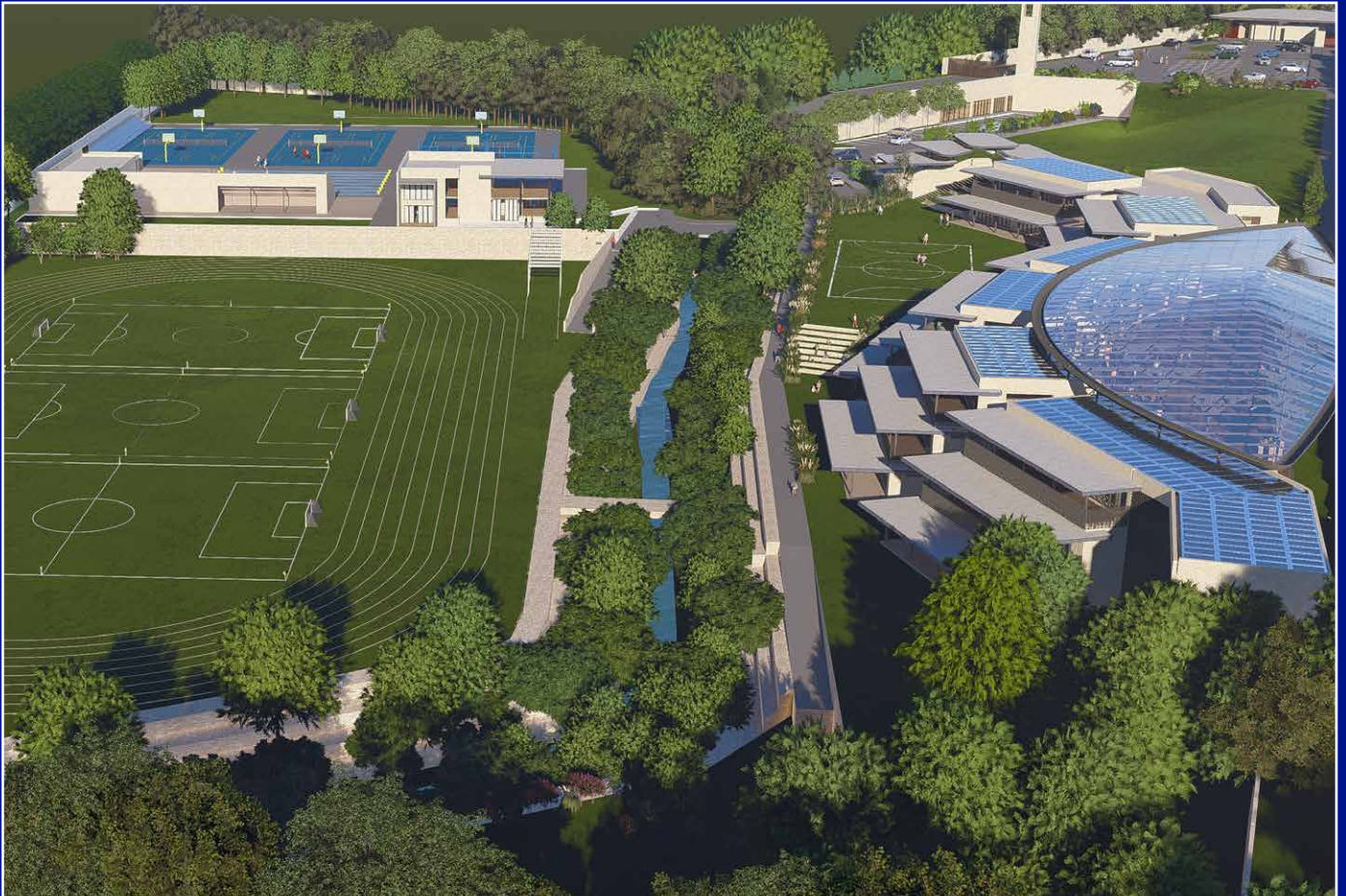




DURHAM
INTERNATIONAL
SCHOOL



Candidate Brief for the Position of

Key Stage 1 Teacher
Durham International School
Kenya

September 2025

Message from the Head of Prep, Durham International School Kenya



Thank you for your interest in working at Durham International School, Kenya.

Durham Kenya opened in January 2021 and has quickly established itself as a caring, vibrant and diverse learning community in Nairobi. We are committed to nurturing every child's potential and to ensuring that their experience of school is one filled with happiness where they develop a love for lifelong learning and 'Confidence for Life'.

A school's most important asset is its people. Durham Kenya is a happy place, where children and staff alike want to be. When you walk through the door you feel a sense of belonging; I believe this is what makes us so special. Strong, genuine relationships are at the heart of an exceptional education and a happy childhood, and here at Durham Kenya every member of our community is known, valued and celebrated as an individual.

Durham's talented and dedicated staff, together with our creative curriculum and beautiful school facilities, encourage children to use their imagination, to think creatively, to explore the world around them and to strive to excel. High standards and expectations are grounded in the conviction that academic excellence and enjoyment of childhood go hand in hand.

We are a Patron Accredited member of the Council of British International Schools (COBIS). In the recent accreditation visit, COBIS commended the school on its strong relationships and the culture of kindness, support and reciprocity which is the cornerstone of life at Durham Kenya.

Our school is located in the leafy suburb of Thigiri in Nairobi, adjacent to the beautiful Karura Forest with its indigenous trees and many natural pathways for walking, running and cycling. Durham is a growing school and we are very excited about the planned opening of our new purpose-built full school in September 2025. The launch of the Senior School will coincide with the planned opening of the new campus, close to the current school which will remain the home of the Pre-Prep up to Year 1. The expansion of the school offers staff tremendous opportunity for personal growth and development into new roles including departmental and leadership positions.

Durham Kenya is an exciting place to teach, learn and grow and we look forward to receiving your application.

Mrs Sue Small

Message from the Director of International Operations



Since 1414, in the historic city of Durham in the north of England, Durham School has been a prestigious seat of learning. Now established in Nairobi, Dubai and Doha, the vision of Durham International Schools is to deliver outstanding education to young people around the world. At the very heart of this initiative is the resolve to inspire young minds and to instil in students a 'Confidence for life'. This stems from Durham School's long-standing tradition of academic, pastoral, sporting and cultural excellence.

The Durham International family of four schools spanning three continents has quickly established its global reputation of delivering an inspirational education and providing its teachers with exciting and rewarding careers. Durham Kenya collaborates closely with its sister schools and this extended community gives both students and teachers unique opportunities to participate in a range of network activities and events.

Now entering its 5th year of providing academic excellence to families in Nairobi, Durham Kenya has strongly established itself as a school where academic ability is fostered, creativity is valued, and diversity is celebrated. The school is now on the cusp of significant expansion and change as it adds a second campus and takes on older children.

It is an exciting time in the growth of the school and we are seeking experienced and passionate educators to join our talented Durham Kenya team for the next stage of our journey.

Mr Kevin Hannah





Durham International School Kenya

Durham International School is a highly successful, growing school with a committed and inspirational team of teaching professionals at its heart. The School delivers the UK National Curriculum and serves both local and international children. Durham Kenya is accredited by the Council of British International Schools (COBIS).

After successfully opening in January 2021, Durham International School continues to grow and develop. The school has over 40 nationalities enrolled and currently provides for children from 1 to 10 years.

Durham Kenya offers a world-class education that combines traditional academic rigor with innovating approaches to learning through a broad and balanced curriculum. A Durham education is one that inspires, nurtures and encourages students through the provision of the finest teaching coupled with extensive opportunities to enable our students to challenge themselves, think creatively and develop new skills and interests. Durham Kenya is committed to provide students with a rounded education; one which inspires and nurtures a love of lifelong learning, an aspiration for achievement, respect for others and 'Confidence for Life'.

The Durham connection is of vital importance. Most obviously this is manifested in the centrality of the MARK values and "Confidence for Life" aspiration, but the association runs much deeper. The UK School is a part of the Durham Kenya's governance and there is frequent contact between the schools at all levels as well as regular quality assurance visits. The schools learn from each other, and this is an important way for Durham Kenya to stay abreast of educational and curriculum developments in the UK.

The next bold and exciting stage of the School's expansion is the planned opening of a purpose-built full school which will house the Upper Prep School and the Senior School in September 2025. The Pre-Prep School for children from 1 to 6 years will remain at the current Thigiri campus.

To learn more about our school, please visit www.durhamkenya.com

Our Mission

Our Mission is to provide a rounded education; one which inspires and nurtures a love of lifelong learning, an aspiration for achievement, respect for others, and 'Confidence for Life'.

Our Aims

Within a community shaped by MORAL INTEGRITY and KINDNESS, Durham Kenya aims to cultivate RESPONSIBILITY, respect and AMBITION to ensure that every student can thrive, be happy and make a positive MARK in the world.

The three pillars of a Durham School which support this aim and shape the environment where students can learn and grow are:

Academic challenge: providing students a lifelong appetite for learning.

Pastoral care: supporting students' emotional, moral and spiritual strength.

Co-curricular opportunities: providing opportunities to enrich and develop the individual fostering collaboration, teamwork and leadership.

We do this by nurturing and supporting our students to become:

- Thinkers who can research, evaluate, innovate, solve and create both collaboratively and independently,
- Individuals who are reflective, emotionally resilient, and effective communicators.
- Global citizens who act with responsibility and humility and are ready to make a positive contribution to society.



Our Values

M	A	R	K
<p>MORAL INTEGRITY</p> <ul style="list-style-type: none"> ▪ We demonstrate a desire to do the right thing. ▪ We act in private as we do in public. ▪ We have the courage to say and do the right thing. ▪ We stand firm for what is right. ▪ We challenge things we think wrong and are open to challenge from others. ▪ We are accountable for failure as well as success, and do not allocate blame. ▪ We can be relied upon to do what is right. ▪ We demonstrate and promote honesty. 	<p>AMBITION</p> <ul style="list-style-type: none"> ▪ We achieve our goals by consistently working toward them. ▪ We go above and beyond the call of duty. ▪ We aim for the best in 'me and them' and take pride in all we do. ▪ We seek help and support before giving up and identify lessons in setbacks. ▪ We encourage all to develop maximum potential and support others to achieve. ▪ We embrace opportunities, challenge, and seek to develop our skills and talents. ▪ We identify opportunities for School Development. 	<p>RESPONSIBILITY</p> <ul style="list-style-type: none"> ▪ We do what we say we will. ▪ We are punctual and prompt in all that we do. ▪ We use our resources responsibly, developing and caring for our environment. ▪ We act before being asked and consistently deliver on expectations. ▪ We prepare thoroughly for all tasks. ▪ We encourage autonomy in all and seek leadership. ▪ We acknowledge and seek to resolve problems. ▪ We pioneer better ways of doing things. 	<p>KINDNESS</p> <ul style="list-style-type: none"> ▪ We are open and approachable to all. ▪ We welcome and listen to the opinions of others. ▪ We look to engage & involve all in the community. ▪ We attend to newcomers and those needing help, and build relationships actively. ▪ We are positive in responding to questions. ▪ We support each other and stand up for fellow colleagues and pupils. ▪ We acknowledge individual needs within the community. ▪ We speak positively of the School community.
			

Living in Nairobi



One of Africa's most dynamic cities, Nairobi is a vital commercial and financial hub, home to the regional headquarters of major international companies and organizations, including the United Nations. Nairobi's growth rate has been one of the highest of any African city, with major real estate projects making up its burgeoning skyline.

Modern Nairobi is still considered the Safari Capital of Africa, with Nairobi National Park only 20 minutes from the centre of town, and where lions and rhinos can be seen with a backdrop of skyscrapers and landing planes. With spectacular game parks all over the country and a stunning Indian Ocean coastline on your doorstep, there's plenty to see and do.

There is a buzzing social scene, and the very cosmopolitan population means all types of cuisine are offered in Nairobi. Luxury hotels and restaurants, bustling markets, and small local eateries provide interesting dishes to suit any palette or budget. Coffee houses are very popular meeting places for business and pleasure.

Nairobi has numerous shopping malls as well as large supermarket chains, complemented with local produce markets offering fresh fruit and vegetables bought directly from farmers. Local craft markets offer an excellent choice of handmade items such as clothes, art, jewellery and footwear.

Life in Kenya can also have its frustrations. Power cuts do happen, bureaucracy can be difficult, and real poverty exists in many areas. Personal security requires a degree of caution in some areas, as it does in almost every big city.

With its warm and friendly local population, great schools, a number of good private hospitals and a near-perfect climate, many expats have chosen to ultimately settle in this "green city in the sun", enjoying the wonderful quality of life it offers.

Job Description

Title: Key Stage 1 Teacher

Reporting to: The Headteacher

Location: Nairobi, Kenya

Summary of Responsibilities and Accountabilities:

- All professional duties including planning, preparation, teaching a broad and balanced curriculum, marking and assessment, giving feedback and reporting.
- Maintaining effective communication with parents.
- The pastoral care, safeguarding and promoting the wellbeing of all students.
- Contributing to the busy life of the school through the co-curricular programme.
- Supporting and driving the ethos, aims and values of the school.
- Ensuring every child is included and achieves to their full potential.
- All staff are expected to conduct themselves in accordance with the School's Code of Conduct.



Specific Duties

Teaching & Learning and Assessment

- Plan and prepare learning activities and experiences for all children in line with the Key Stage 1 and 2 National Curriculum.
- Deliver a broad and balanced creative education which enables every child to develop to their maximum potential in a dynamic and caring environment.
- Teach all students enthusiastically and to a high standard, according to the educational needs of each individual child.



- Create and maintain a well-managed and stimulating class environment which promotes positive learning.
- Provide opportunities for the use of digital technology within all areas of the curriculum.
- Contribute to the Year Group team planning and organisation.
- Establish and manage good relationships with parents/carers as partners in their children's learning.
- Continuously assess, record and report on the development, progress and attainment of every child.
- Mark classwork and homework in accordance with the school marking policy.
- Communicate and consult with parents regarding the academic, physical, social and emotional development of their children.



Pastoral Care and Promoting the Wellbeing of Students:

- Incorporate the school's mission, aims and core values into your working practice and be a positive role model to others.
- Foster the personal, social and emotional development of all students.
- Provide guidance and advice to students and parents on educational and social matters.
- Maintain high standards of behaviour and safeguard students' health and safety both on the School premises and during school visits elsewhere.



Other Responsibilities:

- Contribute to the busy life of the school through the extra-curricular programme.
- Attend and contribute to staff meetings and discussions.
- Actively participate in school activities and events, such as assemblies, plays, concerts, workshops, sports days, Open Days, trips and visits and fundraising ventures.



- Engage in continual self-assessment and keep current with curriculum and educational developments.
- Contribute to the continuous cycle of improvement of curriculum, schemes of work and resources within the school.



Person Specification

The successful candidate will:

- Be a fully qualified teacher with a minimum of 2 years teaching experience.
- Have a valid Teacher Services Commission Certificate (if applying from Kenya) or a PGCE or Qualified Teacher Status (for overseas applicants).
- An enthusiastic and passionate educator
- A team player
- Excellent interpersonal skills with students, colleagues and parents
- Adventurous, adaptable and excited by new experiences



Remuneration Terms and Conditions

- The initial contract is for a period of two years, renewable thereafter.
- Remuneration package in line with experience and qualifications, and will be commensurate with the responsibilities of the role.
- Benefits include medical insurance and pension.

Application Process

Interested applicants are invited to send an application by email to hr@durhamkenya.com with the information listed below. The closing date for applications is **Thursday 24th July 2025**.

Please be advised that an incomplete application form or applications that do not provide a Covering Letter and Application Form as stipulated, will unfortunately not be considered.

- A letter of application addressed to The Headteacher, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it.
- A fully completed Durham International School Application Form – [Click here](#)
- The names and accurate addresses, e-mail addresses and telephone numbers of three referees, one of whom must be your current employer, to be completed in full in the Application Form.

The Interview

Only short-listed applicants will be contacted for interviews. All initial interviews will be held online.

Applications will be reviewed as they are received, and the school reserves the right to make an earlier appointment. We would recommend that candidates apply at the earliest possible time.

Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

We will not contact your present school unless you reach the short-list and applications can be kept confidential until then. Please contact hr@durhamkenya.com if you have any specific concerns.

Start date

Candidates should be available to start in Nairobi the last week of August 2025.

Safeguarding and Child Protection

Durham International School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role.

Current UK legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996. Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service. Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSiE 2024 Durham International School Kenya will conduct an online search for all shortlisted candidates.

Equal Opportunities Statement

At Durham International School Kenya, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and students. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered, and encouraged to reach their full potential.

More Information

For more details see: www.durhamkenya.com

