

Secondary English Teacher for School

Job Description-Reference code 010007

Category: Teaching & Learning - Teacher

Department: Teaching & Learning Department

General Qualifications:

- Bachelor's degree in English Language, Literature, Education, or related field (Master's degree preferred).
- Teaching certification or licensure for secondary education with a specialization in English language. (3 years' experience and above)
- Proficiency in English grammar, literature, and effective teaching strategies.
- Strong communication, interpersonal skills, and cultural sensitivity.
- Passion for English language education and fostering students' proficiency and appreciation for the language and literature.

Reporting: English Coordinator for School

Job Goal: The Secondary School English Language Teacher's primary responsibility is to impart knowledge and foster proficiency in the English language among students. The role involves creating an engaging learning environment, catering to diverse learning needs, and fostering a deep understanding and appreciation for English language, literature, and communication skills. Below are the essential functions and responsibilities:

Essential Functions and Responsibilities

Curriculum Implementation:

- Develop and implement comprehensive lesson plans aligned with the prescribed English language curriculum.
- Utilize various teaching methodologies, reading materials, writing exercises, and resources to effectively teach grammar, vocabulary, reading, writing, and speaking skills.
- Incorporate literary works and cultural aspects to enhance language learning experiences.

Classroom Management:

- Establish and maintain a positive, inclusive, and supportive classroom environment conducive to learning English.
- Manage classroom behavior effectively, encouraging active participation and mutual respect among students.
- Set clear expectations and standards for student behavior, language proficiency, and academic performance.

Instruction and Assessment:

- Teach English language skills using diverse teaching methods, catering to different learning styles and abilities.
- Assess students' language proficiency through examinations, essays, presentations, and other language-related tasks.
- Provide constructive feedback and guidance to students to support their improvement in English language skills.

Literature and Language Appreciation:

- Introduce and explore various literary genres, texts, and authors to develop students' appreciation and analysis of English literature.
- Encourage critical thinking and analytical skills through literary discussions and assignments.

Student Support:

- Offer additional assistance and guidance to students needing extra support or enrichment in English language studies.
- Collaborate with colleagues, parents, and support staff to address individual student needs and concerns.

Professional Development:

- Engage in continuous professional development activities to enhance teaching methodologies and stay updated on advancements in English language education.
- Participate in workshops, seminars, and conferences related to English language and literature education.

Administrative Duties:

- Maintain accurate records of students' progress, grades, attendance, and performance in English language classes.
- Communicate regularly with parents or guardians to discuss student progress and address academic concerns.
- Participate in faculty meetings, school events, and committees as required.

Term of Employment: One - Year Contract renewable yearly by written notice and mutual agreement.

Evaluation Method

The Secondary English teacher shall teach the English Curriculum assigned for its section to the students. The Teaching & Learning Director will drive the evaluation process according to the defined procedure. The KPIs for measuring the effectiveness of the Secondary English teacher's contribution to the overall function of the school include: *Language Proficiency and Progress (Language Proficiency Levels: Assess students' proficiency in English language skills (reading, writing, speaking, listening) against predefined benchmarks or standardized assessments. Progress Tracking: Monitor students' improvement and advancement in English language proficiency throughout the academic year). Student Engagement and Participation (Classroom Participation: Evaluate student engagement, interaction, and active participation in English language classes, discussions, and language-based activities. Use of English Language: Observe*

the frequency and fluency of students using English in various classroom settings). Teaching Effectiveness (Lesson Planning and Delivery: Assess the quality and effectiveness of lesson plans, teaching methods, and materials used to teach English language skills. Student Progress Tracking: Monitor individual student progress and adapt teaching strategies to cater to different learning styles). Literature Appreciation and Analysis (Literary Understanding: Evaluate students' understanding and analysis of literary texts, genres, and authors introduced by the teacher. Critical Thinking Skills: Assess students' critical thinking, analytical, and interpretation skills through literary discussions and assignments). Professional Development and Collaboration (Continued Education: Monitor the teacher's engagement in professional development activities, workshops, or courses related to English language education. Collaboration with Colleagues: Assess the teacher's collaboration with other educators to improve English language teaching methods and curriculum development). Student Feedback and Support (Providing Feedback: Measure the teacher's effectiveness in providing constructive feedback to students to enhance their English language skills. Support to Students: Evaluate the teacher's availability and responsiveness in offering additional support and guidance to students requiring extra help). Parent and Stakeholder Communication (Communication with Parents/Guardians: Evaluate the teacher's communication with parents or guardians regarding student progress, challenges, and achievements in English language studies. Parental Engagement: Monitor parent-teacher conferences, communication frequency, and feedback from parents regarding the teacher's involvement in their child's English language education).

Selection and Appointment Process

Interested candidates should submit a resume, a portfolio of similar work done, and a cover letter explaining their qualifications and interest in the position. Application instructions and contact information should be included. This Job Description provides an overview of the responsibilities and qualifications for a Secondary English Teacher at the school. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts.