

## Upper Elementary School English Teacher

### Job Description-Reference code 010022

**Category:** Teaching & Learning - Teacher

**Department:** Teaching & Learning Department

#### **General Qualifications:**

- Bachelor's degree in English, Education, or a related field (Master's degree preferred).
- Teaching diploma or licensure for elementary education with a specialization in English Language Arts is preferred.
- Strong knowledge of elementary school English language curriculum and instructional strategies(3 years' experience and above).
- Effective communication, interpersonal, and organizational skills.
- Passion for promoting English language proficiency, literacy, and effective communication skills.

**Reporting:** English Coordinator for School

**Job Goal:** As the Elementary School English Language Teacher for grades 4, 5, and 6, your primary responsibility is to provide comprehensive and engaging instruction in the English language, fostering language proficiency, literacy, and effective communication skills. The role involves developing age-appropriate lesson plans, implementing diverse teaching strategies, and creating a positive learning environment that encourages students to explore the wonders of the English language. Below are the essential functions and responsibilities:

#### **Essential Functions and Responsibilities**

Curriculum Development and Implementation:

- Develop and deliver well-structured lesson plans aligned with the elementary school English language curriculum.
- Teach and reinforce fundamental language skills, including reading, writing, speaking, and listening.

Language Proficiency:

- Facilitate the development of students' proficiency in the English language through targeted language exercises and activities.
- Assess and monitor progress in reading comprehension, vocabulary acquisition, and grammar skills.

Literacy Promotion:

- Promote a love for reading by selecting age-appropriate literature and organizing reading activities.
- Foster literacy skills through discussions, book reports, and creative writing assignments.

Effective Communication:

- Focus on developing students' oral communication skills in English through conversation, presentations, and public speaking.
- Encourage effective written communication through various writing genres and styles.

#### Creative Writing and Expression:

- Cultivate creativity and self-expression through creative writing assignments and storytelling activities.
- Provide opportunities for students to explore their imagination and develop their unique writing styles.

#### Interactive Learning:

- Incorporate interactive and technology-enhanced learning activities to make English language lessons enjoyable.
- Utilize multimedia resources to enhance language instruction.

#### Grammar and Language Mechanics:

- Teach and reinforce proper grammar usage and language mechanics through targeted exercises and activities.
- Provide explanations and examples to enhance students' understanding of language rules.

#### Assessment and Feedback:

- Implement formative and summative assessments to evaluate students' English language proficiency.
- Provide constructive feedback to help students improve their language skills.

#### Integration with Other Subjects:

- Collaborate with other subject teachers to integrate English language concepts into interdisciplinary projects.
- Connect English language learning to other areas of study, such as history, science, or social studies.

#### Parental Communication:

- Communicate regularly with parents or guardians to share information about students' progress in the English language.
- Conduct parent-teacher conferences to discuss individual student performance and growth.

#### Language Enrichment Activities:

- Organize and participate in language enrichment activities such as English clubs, language contests, or literary events.
- Create an immersive language environment that encourages students to use English in various contexts.

#### Adaptive Teaching Strategies:

- Differentiate instruction to accommodate students with diverse learning styles and abilities.

- Provide additional support and challenges to ensure each student's language progress.

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

### **Evaluation Method**

The Upper Elementary School 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 Upper Elementary School English teacher's contribution to the overall function of the school include: *English Language Proficiency (Reading and Writing Skills: Assess students' proficiency in reading and writing English at an age-appropriate level. Grammar and Vocabulary: Monitor students' understanding and application of English grammar rules and vocabulary). Oral Communication Skills (Spoken English Proficiency: Evaluate students' ability to communicate effectively in spoken English. Participation in Oral Activities: Measure student engagement and participation in oral communication activities). Literacy Promotion (Reading Comprehension: Assess students' ability to comprehend and analyze written texts. Interest in Reading: Measure students' interest and engagement in reading activities). Effective Communication (Written Communication Skills: Evaluate students' proficiency in expressing themselves effectively through written communication. Public Speaking Skills: Assess students' ability to articulate thoughts and ideas through presentations). Creative Writing and Expression (Creativity in Writing Assignments: Assess the creativity and originality of students' creative writing assignments. Development of Writing Styles: Evaluate students' progress in developing their unique writing styles). Interactive Learning (Use of Multimedia Resources: Assess the teacher's incorporation of multimedia resources to enhance English language instruction. Engagement in Interactive Learning: Measure student engagement in interactive and technology-enhanced English language activities). Grammar and Language Mechanics (Application of Grammar Rules: Evaluate students' ability to apply grammar rules and language mechanics in their writing. Understanding of Language Structures: Assess students' understanding of sentence structures and language conventions). Assessment and Feedback (Formative and Summative Assessments: Evaluate the effectiveness of both formative and summative assessments in measuring English language proficiency. Quality of Feedback: Assess the quality of feedback provided to students to help them improve their language skills). Integration with Other Subjects (Collaboration with Other Teachers: Evaluate the teacher's collaboration with other subject teachers to integrate English language concepts into interdisciplinary projects. Cross-Curricular Integration: Assess how English language learning is connected to other areas of study, fostering a holistic educational experience). Parental Communication (Frequency and Quality of Communication: Evaluate the frequency and quality of communication between the teacher and parents regarding students' progress in English language. Parental Involvement: Monitor parent-teacher conferences, workshops, or events related to English language education). Language Enrichment Activities (Participation in Language Enrichment Activities: Measure the number of students participating in English*

*language clubs, contests, or literary events. Success of Language Enrichment Initiatives: Assess the success of language enrichment activities in promoting language proficiency). Adaptive Teaching Strategies (Differentiation of Instruction: Evaluate the teacher's ability to differentiate instruction to meet the needs of students with diverse learning styles and abilities. Individualized Support: Assess the provision of additional support and challenges to ensure each student's language progress). Student Engagement and Motivation (Overall Student Engagement: Measure student engagement and motivation during English language lessons. Creation of a Positive Learning Environment: Evaluate the teacher's efforts in creating a positive and inclusive learning environment for English language studies). Professional Development (Engagement in Professional Development: Monitor the teacher's participation in professional development activities related to English language education. Incorporation of New Strategies: Assess the teacher's ability to incorporate new and effective teaching strategies in 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 Upper Elementary School English Teacher. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts.