

JOB DESCRIPTION

Job title: ESL Teacher

School: EMASI Plus

Report to: The Teacher will report to the Head of ESL, EMASI Plus – Waterpoint Campus.

Job overview: EMASI Plus Waterpoint is the pioneering globally standardized bilingual international boarding school within the EMASI Plus system. The curriculum at EMASI Plus is built on the foundation of the Vietnamese Ministry of Education and Training (MOET) program in both Vietnamese and English, integrating English and ICT Cambridge programs. The model of the tectonic bilingual program helps students to use two languages fluently, Vietnamese and English, and builds and develops their confidence and global understanding so that they can achieve success and succeed in all areas of life without any barriers of language, knowledge, or skills.

The Teacher will be responsible for delivering high-quality English language instruction to non-native English speakers. The Teacher will create engaging lesson plans, facilitate immersive language experiences, and support students in developing their English language skills. This role involves cultural exchange and adaptation to a new environment, enhancing both teaching and personal growth experiences.

Responsibilities and Duties:

Key Responsibilities:

1. *Lesson Planning and Delivery:*

- Develop and implement lesson plans that cater to the needs, learning styles, abilities and interests of the students;
- Submit syllabus planning and lesson plans in the format requested by the deadlines given by the Head of ESL;
- Use a variety of instructional techniques and materials to present educational concepts;
- Adapt teaching methods and instructional materials to meet students' varying needs and interests;
- Promote practical first-hand experiences and other educationally appropriate activities for individual and group learning, including but not limited to student-centred classroom, active participation and critical thinking;

2. *Classroom Management:*

- Provide and maintain an organised, positive and disciplined classroom environment.
- Establish and enforce rules for behavior and procedures for maintaining order among the students.
- Provide consistent learning opportunities for all students;

3. *Assessment and Evaluation:*

- Evaluate students' progress through assignments, quizzes, tests, and feedback'
- Provide regular assessment feedback to students in line with school policy and use this to inform future learning;
- Keep detailed and updated lesson records of group and individual work with the students as well as students' progress and development;
- Make written and/or oral assessments and evaluations of individual students and of the class as a whole – presenting these to the Head of ESL and parents as appropriate - meeting specified deadlines as required;

- Design test/ exam papers as required and guided by the Head of ESL.

Other responsibilities:

- Offer support and input to the development of a broad, balanced, relevant and differentiated curriculum when required;
- Take responsibility for the care, upkeep and development of school materials and resources;
- Support and apply all school policies;
- Assist and support the process of examination and class work moderation both internally and externally;
- Take part in the school performance and management programme as required by the school;
- Promote the school positively at all times (including meetings with professional bodies, individuals and on social network sites);
- Work with fellow colleagues in a spirit of mutual cooperation to maintain and enhance a pleasant professional working environment;
- Substitute for absent colleagues when necessary;
- Attend punctually on all occasions agreed in the contract and as reasonably requested;
- Carry out fully and efficiently pastoral and administrative duties as assigned;
- Participate in after/out of school events such as: staff team briefing, staff team meetings, parents' evenings, residential/educational visits, as may be reasonably requested;
- Be responsible for a reasonable number of playground, lunch and other duties as may be required;
- Offer full support, take an active part and input into the development of a broad, balanced, relevant and differentiated activities programme;
- Support and implement the positive behaviour policy;
- Any other tasks assigned by the Head of ESL.

Qualifications: BA in Education or BA in English & teaching certificate, Master's degree is a plus.
English proficiency from IELTS 7.5

Experience: Having teaching experience in schools is a plus.

Competencies:**Knowledge:**

- Genuine interest the specific field from both a pedagogical and theoretical perspective;
- The ability to work well with faculty and staff from diverse cultural and linguistic backgrounds and be resilient, resourceful and have an optimistic personality;
- Health & Safety, SEN and Child Protection procedures;
- The positive links necessary within school and with all its stakeholders;
- Effective teaching and learning styles;

Skills:

- Commit and contribute to EMASI Plus Schools within the context of its mission;
- Establish and develop close relationships with parents and the wider community;
- Communicate effectively (both orally and in writing) to a variety of audiences;
- Create a happy, challenging and effective learning environment;
- Use ICT in a professional context and to support Learning and Teaching;

Personal characteristics:

- Dynamic;
- Approachable
- Empathetic
- Enthusiastic
- Organised
- Patient
- Resourceful

Job Holder's Signature: _____ Date: _____

Direct Manager's
Signature: _____ Date: _____

HR & Admin
Director's Signature: _____ Date: _____