

## Lower Elementary School English Teacher

**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 is preferred.
- Native or near-native proficiency in English.
- Strong communication, interpersonal, and organizational skills (3 years' experience and above)
- Passion for fostering language proficiency and a love for the English language.

**Reporting:** English Coordinator for School

**Job Goal:** As the Elementary School English Language Teacher for grades 1, 2, and 3, the primary responsibility is to develop students' language proficiency in English. Teacher will create a vibrant and supportive learning environment, design age-appropriate lesson plans, and implement effective teaching strategies to enhance students' communication skills, literacy, and love for the English language. Below are the essential functions and responsibilities:

### **Essential Functions and Responsibilities**

- Curriculum Development and Implementation:
  - Develop and deliver well-structured English language lesson plans aligned with the elementary school curriculum.
  - Introduce fundamental language concepts through interactive and engaging approaches.
- Language Proficiency Development:
  - Teach and reinforce basic English language skills, including speaking, listening, reading, and writing.
  - Implement activities that enhance vocabulary, pronunciation, and sentence structure.
- Literacy Promotion:
  - Cultivate English literacy by introducing age-appropriate reading materials.
  - Encourage students to explore English literature and develop a love for reading.
- Interactive Language Activities:
  - Plan and implement interactive language activities that encourage student participation and communication.
  - Utilize games, storytelling, and role-playing to make language learning enjoyable.
- Creative Writing and Expression:

- Foster creative writing skills through storytelling, journaling, and simple writing exercises.
- Encourage students to express themselves effectively in written English.
- Phonics and Reading Skills:
  - Introduce phonics and reading skills to build a strong foundation for language development.
  - Implement strategies to enhance students' ability to decode and comprehend written text.
- Language Assessments:
  - Implement formative and summative assessments to evaluate students' language proficiency.
  - Provide constructive feedback to guide improvement in speaking, listening, reading, and writing skills.
- Integration of Technology:
  - Incorporate age-appropriate technology to enhance English language instruction.
  - Utilize educational apps, multimedia resources, and online tools to support language learning.
- Grammar and Language Structure:
  - Introduce basic grammar concepts and language structures in an age-appropriate manner.
  - Provide clear explanations and examples to reinforce language rules.
- Individualized Support:
  - Provide individualized support to students with varying language proficiency levels.
  - Offer additional assistance or challenges based on individual needs.
- Parental Communication:
  - Communicate regularly with parents or guardians to share information about students' progress in English language learning.
  - Organize parent-teacher conferences to discuss individual student performance and growth.
- Integration with Other Subjects:
  - Collaborate with other subject teachers to integrate English language concepts into interdisciplinary projects.
  - Explore connections between English language and other areas of study within the curriculum.

### **Evaluation Method**

The Lower 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 Lower Elementary School English teacher's contribution to the overall function of the school include: *Language Proficiency Development (Student Mastery of Basic Language Skills: Evaluate students'*

*proficiency in speaking, listening, reading, and writing in English. Vocabulary Growth: Assess the expansion of students' English vocabulary over time). Literacy Promotion (Student Interest in Reading: Evaluate students' interest in reading English literature and their comprehension of written materials. Progress in Reading Skills: Assess the development of students' phonics, decoding, and reading comprehension skills). Interactive Language Activities (Participation in Language Games: Evaluate student engagement and participation in language games, storytelling, and role-playing. Communication Skills: Assess students' ability to communicate effectively in English during interactive activities). Creative Writing and Expression (Development of Writing Skills: Assess students' progress in creative writing, including storytelling and journaling. Expression in Written English: Evaluate students' ability to express themselves coherently in written English). Phonics and Language Structure (Understanding of Phonics: Evaluate students' understanding and application of phonics principles. Mastery of Basic Language Structures: Assess students' grasp of basic grammar concepts and language structures). Assessment Accuracy and Timeliness (Accuracy of Language Assessments: Evaluate the accuracy of assessments in measuring students' language proficiency. Timeliness of Feedback: Assess the teacher's ability to provide timely and constructive feedback to guide language improvement). Integration of Technology (Effective Use of Technology: Assess the teacher's integration of age-appropriate technology to enhance English language instruction. Utilization of Online Resources: Evaluate the use of educational apps, multimedia resources, and online tools to support language learning). Individualized Support (Support for Diverse Learning Needs: Evaluate the teacher's ability to provide individualized support to students with varying language proficiency levels. Differentiation of Instruction: Assess the differentiation of instruction to accommodate diverse learning styles and paces). Parental Communication (Communication Frequency: Evaluate the frequency and effectiveness of communication between the teacher and parents regarding students' progress in English language learning. Parental Involvement: Assess parental involvement in language-related activities, events, or conferences). Integration with Other Subjects (Collaboration with Other Teachers: Assess the teacher's collaboration with other subject teachers to integrate English language concepts into interdisciplinary projects. Connections with Other Subjects: Explore and evaluate connections between English language and other areas of study within the curriculum). Classroom Environment (Positive Learning Atmosphere: Assess the overall positive atmosphere of the classroom, including its impact on student engagement and English language learning. Classroom Management: Evaluate the effectiveness of classroom management strategies in facilitating language instruction).*

### **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 Lower 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.



