

Pre-School English Teacher

Job Description

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 early childhood education with a specialization in English is preferred.
- Strong command of the English language, including proper pronunciation and grammar.
- Strong communication and interpersonal skills.
- Passion for early childhood education and fostering language development.

Reporting: English Coordinator for School

Job Goal: As the Kindergarten English Teacher for KG 1, 2, and 3, the primary responsibility is to create a nurturing and language-rich environment where young learners can develop their English language skills. Teacher will design and implement age-appropriate activities to foster language development, early literacy, and a love for learning. Below are the essential functions and responsibilities:

Essential Functions and Responsibilities

- Language Instruction:
 - Introduce the English language through interactive and engaging lessons.
 - Focus on developing basic language skills, including listening, speaking, and vocabulary.
- Phonemic Awareness and Reading Readiness:
 - Introduce phonemic awareness activities to lay the foundation for reading.
 - Promote early literacy skills through exposure to English storybooks and reading-related activities.
- Basic Conversational Skills:
 - Engage students in simple conversations to develop conversational skills.
 - Encourage language interaction through games, stories, and role-playing.
- Creative Expression:
 - Encourage creative expression through drawing, storytelling, and other artistic activities in the English language.
 - Incorporate songs, rhymes, and poems to enhance language learning.
- Interactive Learning:
 - Utilize interactive and multimedia resources to make language learning enjoyable.
 - Introduce educational games and activities to reinforce language concepts.

- **Writing Readiness:**
 - Introduce basic writing skills in English, starting with simple strokes and patterns.
 - Facilitate activities that enhance fine motor skills necessary for writing.
- **Assessment and Progress Tracking:**
 - Implement formative assessments to gauge students' language development.
 - Track individual and class progress in English language skills.
- **Parental Communication:**
 - Communicate regularly with parents or guardians to share information about English language topics covered.
 - Provide resources and tips for reinforcing English language skills at home.
- **Integration with Other Subjects:**
 - Collaborate with other kindergarten teachers to integrate English language concepts with other subjects.
 - Explore cross-curricular projects that incorporate English language learning.
- **Classroom Management:**
 - Establish and maintain a positive and inclusive learning environment.
 - Implement effective classroom management strategies appropriate for kindergarten learners.

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 Development (Vocabulary Growth: Assess the students' growth in English vocabulary through age-appropriate activities. Language Expression: Evaluate the students' ability to express themselves in English). Phonemic Awareness and Reading Readiness (Introduction to Phonemic Awareness: Assess the teacher's effectiveness in introducing phonemic awareness activities. Interest in Reading: Evaluate students' interest in and engagement with English storybooks). Basic Conversational Skills (Participation in Conversations: Assess the level of student participation in simple English conversations. Listening Skills: Evaluate students' ability to understand and follow spoken English instructions). Creative Expression (Artistic Expression in English: Assess students' creative expression through English-themed art activities. Storytelling Skills: Evaluate students' ability to engage in English storytelling or role-playing). Interactive Learning Engagement (Participation in Interactive Activities: Evaluate the level of student engagement in interactive English learning activities. Utilization of Multimedia Resources: Assess the effective use of multimedia resources to enhance learning). Writing Readiness (Fine Motor Skills Development: Evaluate students' fine motor skills development necessary for writing. Interest in Writing English Characters: Assess the level of interest in attempting to write English characters). Assessment Effectiveness (Formative Assessment Success: Evaluate the effectiveness of formative assessments in measuring individual and class progress. Use of Assessment Data: Assess how well*

assessment data is used to inform instructional decisions). Parental Communication (Regular Communication: Evaluate the frequency and effectiveness of communication with parents regarding English language topics covered. Parental Involvement: Assess parental involvement in supporting English language learning at home). Classroom Management (Establishment of a Positive Environment: Evaluate the teacher's ability to establish a positive and inclusive learning environment. Behavioral Expectations: Assess how well students adhere to behavioral expectations during English learning activities). Integration with Other Subjects (Collaboration with Other Preschool Teachers: Assess the teacher's collaboration with other preschool teachers to integrate English language concepts with other subjects. Cross-Curricular Activities: Explore and evaluate connections between English language learning and other areas of the preschool curriculum). Adaptability and Flexibility (Adjustment to Individual Needs: Assess the teacher's ability to adjust teaching methods to accommodate individual learning needs. Flexibility in Response to Student Feedback: Evaluate how well the teacher responds to feedback and adjusts instruction accordingly). Cultural Awareness (Introduction to English-Speaking Cultures: Assess students' exposure and understanding of basic elements of English-speaking cultures. Incorporation of Cultural Elements: Evaluate how cultural elements are incorporated into English language activities).

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 Pre-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.