

**The European School LTD is pleased to announce the opening  
for an English Language Teacher and Homeroom Teacher**

**The Purpose of the Position:** teaching English to the European School students and, under her/his competence, fulfilling the goals set forth in the unit planner;

**Duties and Responsibilities:**

**English Language Teacher**

- Planning and directing educational process in accordance with the objectives and goals set forth in the curriculum; creating a safe and student-oriented learning environment under her/his competence;
- Creating semester syllabi, unit planners and rubrics for assessment; keeping students continually informed about the assessment criteria;
- Applying relevant educational program methods; selecting educational program methods based on students' age and individual characteristics, and providing them with necessary resources to direct the educational process;
- Monitoring the fulfillment of goals set forth in the educational program/syllabus and providing a timely response in case of a setback;
- Planning and conducting classes; classroom management;
- Ensuring students' motivation and involvement; providing an immediate response in case of a problem/setback and informing the homeroom teacher, Head of the Department, parent, or any other relevant person;
- Creating final, diagnostic and other types of tests to assess students' knowledge; analyzing and reflecting on the results of the test, providing students with timely and constructive feedback and planning relevant activities; storing students' tests/work in accordance with the rules provided by the school;
- Providing additional classes for students when necessary;
- Planning and implementing educational and personal projects;
- Selecting and approving additional books and literature, and providing them to students in a timely manner, if necessary;
- Planning, conducting and applying extracurricular activities to support the course envisaged by the syllabus;
- Preparing relevant reports for parent-teacher conferences; attending parent-teacher conferences; if necessary, discussing each student's academic progress with parents;
- Updating electronic journal; uploading homework, providing daily reports about each student, taking attendance, providing grades and comments;
- Informing the Head of the Department about the direction and fulfillment of the curriculum;
- Active engagement in the activities of the Department; getting acquainted with innovative professional developments and adopting them;
- Putting together comprehensive subject portfolios;
- Under her/his competence, ensuring students' safety;
- Fulfilling other tasks under her/his competence assigned by the immediate supervisor.

***Homeroom Teacher***

- Planning educational process in the beginning of the academic year; creating a detailed plan in the beginning of the semester and providing the report on the work conducted in the end of the semester;
- Managing educational process for her homeroom class; providing an immediate response in case of a

setback/problem;

- Ensuring students' involvement in community activities and school life;
- Supporting students to become motivated, engaged and academically successful; collaborating with parents, teachers, and a psychologist;
- Providing homeroom hours and informing students about the school news, regulations, rules, and their rights;
- Providing students with educational resources; providing an immediate response in case of a problem/setback;
- Creating a comprehensive homeroom portfolio;
- Planning and conducting field trips and other activities, as necessary;
- Organizing parent-teacher conferences; preparing relevant reports for the parent-teacher conferences; if necessary, discussing each student's academic progress with parents;
- Checking students' grades in the electronic diary and uploading relevant information;
- Under her/his competence, ensuring students' safety;
- Fulfilling other tasks under her/his competence assigned by the immediate supervisor.

### **Qualifications:**

#### ***Education***

- Bachelor's degree in English Language and Literature;
- Master's degree in English Language and Literature is preferable;
- International English Language Teaching Certificate is preferable (CELTA/DELTA).

#### **Working Experience**

- At least 3 years of experience teaching English.

#### **Knowledge, skills and abilities**

- Law of Georgia on General Education
- Professional standards for teachers
- Convention on the Rights of the Child
- The National Curriculum and subject standards
- Comprehensive knowledge of the IB Philosophy
- Knowledge of the IB methods and techniques
- Excellent command of English Language
- Knowledge of an additional foreign language is preferable.

#### **Computer Skills**

- MS Office, Outlook

#### **Personal Skills**

- Communicative
- Organized
- Detail-oriented
- Creative

- Stress management
- Readiness for professional development

*If you are interested in this position, please send your resume (CV) at: [vacancy@europeanschool.ge](mailto:vacancy@europeanschool.ge) till November 20, 2018. Please, indicate in the subject line the position you are applying for, otherwise your resume will not be considered.*

*By sending your data, you understand and accept that the organization might collect, process and store submitted information (your CV) for the purpose of your employment within the scope of Law of Georgia on Personal Data Protection. Personal data will be solely used for the purpose stated above and it will not be transferred to the third party without your consent.*