

**Position Overview:**

**Job Title:** English Language and Literature Teacher

**Location:** European School, 2 I. Skhirtladze Street, Tbilisi

**Working Conditions:** Office-based

**Working Hours:** Monday to Friday, 08:45 AM - 5:00 PM (with a 60-minute break)

**Reports to:** Head of the Program

**Purpose of the Position:**

To effectively teach English Language and Literature to students at the European School, ensuring alignment with the goals and objectives outlined in the unit planner.

**Key Responsibilities:****Educational Planning and Execution:**

- Develop and implement lesson plans, syllabi, and unit planners in line with curriculum goals.
- Create a safe, student-centered learning environment that fosters engagement and academic growth.
- Utilize appropriate educational methods, tailored to the age and individual needs of students, to facilitate learning.
- Continuously monitor and assess the achievement of curriculum goals, addressing any setbacks promptly.

**Classroom Management and Student Engagement:**

- Plan and conduct classes, including differentiated instruction, to manage the classroom effectively.
- Motivate students and ensure active participation, providing immediate support when issues arise and informing relevant stakeholders (e.g., homeroom teacher, Head of the Department, parents).

### **Assessment and Feedback:**

- Design and administer various assessments, including final, diagnostic, and formative tests, to evaluate student progress.
- Analyze test results, provide timely and constructive feedback to students, and plan subsequent activities based on outcomes.
- Maintain accurate records of student work and assessments according to school policies.

### **Additional Support and Extracurricular Activities:**

- Offer additional classes to support students as needed.
- Select and provide supplementary materials and literature to students in a timely manner.
- Plan and implement educational projects and extracurricular activities that complement the curriculum.

### **Parent-Teacher Communication:**

- Prepare and present reports during parent-teacher conferences, discussing individual student progress as needed.
- Regularly update the electronic journal with homework assignments, daily reports, attendance records, grades, and comments.

**Professional Development and Departmental Involvement:**

- Actively engage in departmental activities and stay informed about innovative professional practices.
- Develop and maintain comprehensive subject portfolios.
- Ensure student safety within the scope of your responsibilities.

**Other Duties:**

Perform additional tasks as assigned by the immediate supervisor within the scope of your competencies.

**Qualifications:****Education:**

- Bachelor's degree in English Language and Literature (required)
- Master's degree in English Language and Literature (preferred)
- Language proficiency certification (preferred)

**Experience:**

Minimum of 3 years of experience teaching English Language

**Knowledge, Skills, and Abilities:**

- Thorough understanding of the Law of Georgia on General Education
- Familiarity with professional standards for teachers
- Awareness of the Convention on the Rights of the Child
- In-depth knowledge of IB philosophy, methods, and techniques
- Proficiency in an additional foreign language (preferred)
- Proficiency in MS Office and Outlook

**Personal Attributes:**

- Strong communication skills
- Highly organized and detail-oriented
- Creative and innovative approach to teaching
- Effective stress management skills
- Commitment to continuous professional development

If you are interested in this opportunity, please submit your resume (CV) to [vacancy@europeanschool.ge](mailto:vacancy@europeanschool.ge). Be sure to include the job title in the subject line of your email; otherwise, your application may not be considered.

By submitting your application, you acknowledge and agree that the company may collect, process, and store the information provided (CV) in accordance with the "Law on Personal Data Protection" for the purpose of conducting necessary employment procedures. Your personal data will be used solely for this purpose and will not be shared with third parties without your consent.