

2023/2024 Academic Year

## IGCSE/ALEVEL ENGLISH & LITERATURE TEACHER (MALE/FEMALE): JOB DESCRIPTION/TEACHER PROFILE

### 1. PRESENTATION

Responsible for instructing others about the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Assigns books and essays for students to read and teaches them how to identify themes, points of view, and other characteristics.

### 2. Qualifications and experience:

- ✓ Instruct students on interpreting literature.
- ✓ Assign books to read, including classics and contemporary novels.
- ✓ Help students interpret literature and poetry.
- ✓ Provide background on authors' life and works.
- ✓ Teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure.
- ✓ Teach about different literary styles.
- ✓ Create instructional resources for use in the classroom.
- ✓ Plan, prepare and deliver instructional activities
- ✓ Create positive educational climate for students to learn in.
- ✓ Meet course and school-wide student performance goals.
- ✓ Participate in ongoing training sessions.
- ✓ Create lesson plans and modify accordingly throughout the year.
- ✓ Grade papers and record it online.
- ✓ Write grant proposals to gain funding for further research.
- ✓ Create projects designed to enhance lectures.
- ✓ Read and stay abreast of current topics in education.
- ✓ Create lesson plans.
- ✓ Utilize various curriculum resources.
- ✓ Integrate competencies, goals, and objectives into lesson plans.
- ✓ Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- ✓ Develop incentives to keep participants in class.
- ✓ Develop professional relationships with other agencies and programs.
- ✓ Utilize public library resources.
- ✓ Work with program coordinators to ensure initiatives are being met.



**INTERNATIONAL ENGLISH**  
**SCHOOL OF ABIDJAN**



Rue J71-II Plateaux Vallon, Cocody  
08 BP 1828 Abidjan 08- Côte d'Ivoire  
+225 27 22 41 72 17  
+225 05 05 99 62 83 / +225 07 49 92 51 38  
+225 05 06 17 37 31 / +225 07 49 38 85 80  
[official@iesaciv.com](mailto:official@iesaciv.com)  
[finances@iesaciv.com](mailto:finances@iesaciv.com)  
[admissions@iesaciv.com](mailto:admissions@iesaciv.com)  
[www.iesaciv.com](http://www.iesaciv.com)  
RCCM N°CI-ABJ-2009-B-4295  
IDU N°CI-2009-0000017 R  
CC N°0912861 X/ CNPS N°220463



- ✓ Tutor students on an individual basis.
- ✓ Establish and communicate clear objectives for all learning activities.
- ✓ Observe and evaluate student's performance.
- ✓ Manage student behavior in the classroom by invoking approved disciplinary procedures.

### 3. Knowledge and Skills.

- a. Understanding curriculum requirements, and creating syllabi, lesson plans, and educational content that satisfy these requirements.
- b. Analyzing the needs, strengths, and weaknesses of students and structuring lessons and assessments around them.
- c. Adjusting teaching methods to suit different groups of learners.
- d. Creating engaging, stimulating lesson plans and asking frequent questions to make sure students are on track.
- e. Providing extra support to students that require it, and more challenging tasks to those who are ahead of the class.
- f. Keeping abreast of developments and research in the field, and using this to ensure lessons are relevant.
- g. Reporting any progress issues to the head of the department, as well as the parents.
- h. Attending meetings, training sessions, workshops, conferences, and other continuing education initiatives.
- i. Keeping the line of communication open between students, staff, and parents.

### 4. Requirements.

- ✓ Bachelor's degree in English or related field with strong academic background
- ✓ Committed to quality education
- ✓ Accountable and highly motivated individual with radiant team spirits
- ✓ Full-time experience in teaching international curricula
- ✓ Knowledge of secondary school and university entrance exams
- ✓ Master's degree in English or related field is preferred



**Ministère de  
l'Éducation Nationale  
et de l'Alphabétisation**



**ISEB** Independent Schools  
Examinations Board



**BID**



**BUSINESS  
INITIATIVE  
DIRECTIONS**