

## **Job Description**

### **English Teacher (Cambodian)**

#### **Roles and Responsibilities:**

- Teach the ACE course curriculum as outlined in the designated Information Sheet for a given level or course
- Develop lesson plans that are consistent with the curriculum, ensuring their availability for the reference of other teachers
- Supervise end of term tests and ensure that test results are recorded on the class register in a timely manner
- Enter test results into the ACE database, and provide students with results slips and provide and grade appropriate assessment tasks
- Maintain accurate and up-to-date attendance records, in a designated folder; submitting these records at the end of term or on request
- Other duties as appropriate to the level of the Letter of Appointment.

#### **Key Minimum Requirements:**

- A recognised university degree in teaching English
- Excellent command of English (IELTS of 6.5 overall with no skill less than 6). All successful candidates must sit an IELTS test to demonstrate the required IELTS score.
- Good interpersonal and communication skills
- Flexibility (e.g. adjusting to changing circumstances and working on a variety of tasks), with good organisational skills
- Demonstrated enthusiasm for learning/professional development
- Strong commitment to professional integrity and ethical conduct
- Ability to work in a cross-cultural environment

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