

TEACHER OF ENGLISH



MEE FAH
ENGLISH SCHOOL
MUANG SONGKHLA
 A Language School for Everyone

Job type	Full-time	Office	Songkhla, Thailand
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Job Detail

Job aim: To provide effective learning of English not only inside the classrooms but also outside in order to enable students to communicate more effectively in

the language in listening, reading, speaking and writing.

Job Description:

Duty/Benchmark	Description
Duty 1	Designing, preparing and delivering effective English language classes in motivating atmosphere using appropriate materials. Giving importance to individual learning styles and providing suitable learning environment.
Benchmarks	<p>The lessons delivered at Mee Fah English School (MFES) are intended according to planned timetables and managed in accordance with the curriculum approved by the Ministry of Education (Thailand) and purposeful objectives, methodologies and standards. Formal evaluation processes maybe applied during the course which may include at least one classroom observation by head teacher (principal/licensee), student feedback and evidence of their progress and achievement of target learning objectives.</p> <p>Audios, videos information and communication technologies are to be used effectively to achieve lesson aims. Students' feedback, lesson plans, records of work, teacher's records and lesson observation are the channels to illustrate achievement.</p> <p>Teachers are on the premises ready to teach at least 10 minutes in advance of their first lessons.</p> <p>Substitute lessons are planned and delivered according to the records of the previous class.</p>
Duty 2	Monitoring progress of students and giving informative feedback regularly to students, parents and other stakeholders.
Benchmarks	Student progress is essentially needed to be closely monitored by teachers for planning suitable learning styles. Learners are to be encouraged with proper tactics and active motivation to re-enroll.
Duty 3	Evaluation, development and improvement of courses, materials and related services are essentially to be contributed by teachers to meet students' needs through feedback.



Duty/Benchmark	Description
Benchmarks	Constructive feedback on courses, teaching methodologies, materials, structures and contents by students are evaluated and implemented where possible by principal and licensee.
Duty 4	Completing teaching related administrative and customer service tasks to enhance proper standards.
Benchmarks	Class reports are maintained in electronic copy and/or hard copy with students' signatures. Student absences without prior notices are promptly reported to service staff or principal. Certificates, reports and other documents are distributed within appropriate time frames.
Duty 5	Supporting school marketing and promotional strategy.
Benchmarks	Students of all ages and at all levels are made aware of MFES promotions and provided with appropriate resources and materials. Exhibitions and other marketing events related to school business are expected to be participated by every school members or as assigned by administration team.
Duty 6	Completing non-teaching tasks; project work, administrative work, level testing, registration, meeting or any other tasks assigned by administration team.
Benchmarks	Students registration duties including level testing and re-enrolment are proceeded according to school procedures and standards. In house materials are chosen by administration team thus appropriate recommendations are accepted. Class reports are stored appropriately on MFES network. Usernames and passwords are to be provided individually by Social Media Associate (SMA).
Duty 7	Developing professionally and ensuring high standards are maintained so that MFES remains at the forefront of it's best practice. Supporting professional development of other teachers.
Benchmarks	To attend training and orientation days and meetings according to schedules and MFES requirements. To maintain individual plans for personal development which may include peer observation, monitoring, researching, reading, taking parts in conferences related to teaching or education. To give constructive feedback to colleagues in support of their professional development.



Personal specification

Knowledge and qualifications ¹				
Criteria		Level of necessity E:Essential/ D:Desirable	Stage of recruitment S:Shortlisting/ I:Interview	Evidence to be presented PP:Professional Profile I:Interview/ R:Reference
TNT/ ONT ²				
1	BA (Linguistics, English communication)/or BA (other subjects) +Cert. TEFL/ TESOL	E	S	PP
2	MA (Linguistics) + MA (Other subjects) +Cert. TEFL/ TESOL	D	S	PP
3	IELTS Band 6+ (Over All)/ TOEFL equivalent or TOEIC 700+	E	S, I	PP, I
ENT ²				
1	BA (Linguistics, English communication)/or BA (other subjects) +Cert. TEFL/ TESOL	E	S	PP
2	MA (Linguistics) + MA (Other subjects) +Cert. TEFL/ TESOL	D	S	PP
3	IELTS Band 8+ (Over All)/ TOEFL equivalent or TOEIC 700+	D	I	PP, I

¹ Original or certified documentary evidence of all certificates are required for all applications.

² Teacher Types: TNT (Thai Native Teacher), ENT (English Native Teacher) and ONT (Other Native Teacher)



Teaching experience				
Criteria		Level of necessity E:Essential/ D:Desirable	Stage of recruitment S:Shortlisting/ I:Interview	Evidence to be presented PP:Professional Profile I:Interview/ R:Reference
TNT, ONT, ENT				
1	At least 1 year full-time teaching experience to variety of group types, age groups and levels.	E	S, I	PP, I, R
2	Young-learner private and small group teaching experience.	D	I	I, R

Technical skills				
Criteria		Level of necessity E:Essential/ D:Desirable	Stage of recruitment S:Shortlisting/ I:Interview	Evidence to be presented PP:Professional Profile I:Interview/ R:Reference
TNT, ONT, ENT				
1	Classroom management	E	I	I, R
2	Subject knowledge	E	I	I, R
3	Course and lesson planning	E	I	I, R
4	Young learners strategies	D	I	I, R
5	Learning technology; computer, CD/DVD player, visualiser, smart board	D	I	I, R



Behavioral competencies				
Criteria		Level of necessity E:Essential/ D:Desirable	Stage of recruitment S:Shortlisting/ I:Interview	Evidence to be presented PP:Professional Profile I:Interview/ R:Reference
TNT, ONT, ENT				
1	Service mind	E	I	I, R
2	Teamworking	E	I	I, R
3	Flexibility	E	I	I, R
4	Teaching Ethics	E	I	I,R

Notes

1. The working days are 6 days/week with a choice of one day off (any day in a week EXCEPT Saturday and Sunday).
2. Working hours may involve evenings up to 09.00 p.m.
3. Maximum of 8 teaching periods per day depending on students' requirements. Each MFES period/lesson is 50 minutes long, including a 5-minute break. Each class lasts at least 2 periods/lessons per day of studying.
4. Teachers are assigned to planned schedules which may cause rotations.

