

LINGUISTICS EDUCATOR: ENGLISH-INSTRUCTIONS

(EXPAT & LOCALLY-HIRED)

Please submit your application via email: info@phudangkhoa.com

BENEFITS

- Competitive salary
- Performance bonus
- Annual professional development
- Free lunch for full-time staff
- 12 days annual leave

JOB DESCRIPTION

Academic excellence:

- Prepare detailed lesson plans, integrate competencies, goals and objectives, and deliver lessons that stimulate the cognitive, social, linguistics (English) and emotional functioning of children between the ages of 14 months and 6 years according to the school standards
- Utilize games, music, books, art, technology, and other resources to teach basic skills and foster student social, emotional, and academic development according to HEI Schools standards. Use play-based learning and hands-on teaching methods

Character building:

- Establish and effect rules for acceptable behavior
- Instruct children on personal hygiene practices and self-care
- Monitor children's interactions and nurture cooperation and sharing

Ensure children's safety:

- Supervise and support children during lessons and on the playground
- Accompany students on field trips, as needed

Documentation:

- Observe, evaluate, record, and document daily progress and child development in a specific manner
- Communicate and consult parents/school counselors on child development and progress (via PTC and school communication system)
- Participate in curriculum and other development programs.
- Understand how to use the school management system.

Professional Development:

- Participate in and complete required training
- Collaborate with other staff members to promote the general health of the school
- Perform required administrative duties including attending staff meetings
- Uphold the school code of conduct and all school policies, rules, and procedures in a supportive and positive manner

Other responsibilities:

- Actively learn and can apply modern principles of early childhood education and creative education

- Organize storage areas, classroom and control the use of materials, equipment, and tools to prevent loss or abuse, and minimize the time required for distribution and collection
- Select and requisition books, instructional materials, tools, and instructional aides, and maintain required inventory records
- Perform any other duties as may be assigned by Academic Leaders
- Notifying the Department Head and caregivers of accidents or other noteworthy incidents that occur while students are under your supervision

JOB REQUIREMENTS

- At least 3 years of years' classroom teaching experience with children from 2-6 years
- Education to degree level or equivalent qualification
- Must pass a background check
- Strong knowledge of educational techniques and methods for teaching young children including Reggio-Emilia, Montessori and project-based approaches. Good knowledge of the Finnish pedagogical approaches and Phonics is a plus
- Willing to learn new things, enthusiastic and encouraging
- Patient and supportive approach to the learning process of children
- Excellent verbal and written communication skills in English
- Working Hours: 08:00 am – 05:00 pm / Monday to Friday. Occasional evening, Saturday mornings and weekend work is to be expected.
- Verified bank account
- Background check