

## Vacancy: SENIOR TEACHERS

### General information

- Job title: Senior Teacher for Adult and YL Programmes
- Job type: Full-time
- Job level: Staff
- Report to: Academic Manager
- Location: HCMC

### Job description

- Support and mentor for teachers on, lesson planning, class management and administration issues
- Monitoring of registers and teaching records
- Monitoring/updating notice boards
- Conducting Adult/YL Programmes induction of new teachers, briefings for teachers on new courses
- Syllabus maintenance and materials innovation on designated Adult/YL Programmes
- Workshop delivery, cover teaching/stand-by
- Adult/YL classes teacher observation
- Liaison with academic staff, Customer Service Officers, Teaching Assistants and parents as issues arise
- Supporting Adult/YL Marketing activities
- Average of 15 hours teaching per week including workshops
- Assisting the Adult/YL Coordinators on partnership projects with Vietnamese schools
- Other duties as assigned by Academic Manager / Academic Coordinator

### Job requirements

- Native English speaker
- BA or MA's degree
- The Cambridge RSA/Trinity Certificate in TEFL/CELTA
- YL specific qualification (IHCYL or equivalent) desirable
- Clean police record and satisfactory references
- At least 03 years full-time experience or part-time equivalent of teaching EFL
- Excellent communication, interpersonal, and organizational skills
- Adaptable, flexible and cultural sensitive
- Experience of teaching over a wide range of ages

To apply, please email your cover letter, updated CV in English and supporting documents to [recruitment@apolloedutrain.com](mailto:recruitment@apolloedutrain.com) or apply in-person at any of our centres.

*Notes: - Only short-listed candidates will be contacted.*

*- Original documents (BA/MA degree, Teaching Certificates, Police Check) are required for Work Permit application, photocopies will not be accepted.*