



Job Description - English Language Instructor

Position Title: English Language Instructor

Unit: Academic Unit

Centre: English Language Centre

Campus Location: 1st floor- Social Studies and Humanities Building

To apply, send your resume to elc@pua.edu.eg

Position Summary:

English language instructors plan, prepare and deliver English language sessions. They help students improve their English language skills. They also check and assess students' work pointing out their areas of weaknesses and how to work on improving them.

Reporting Line:

Reports to: Academic Coordinator

Administrative Coordinator

Director of the English Language Centre



ROLES AND RESPONSIBILITIES

1. Follow course objectives and learning targets throughout the semester by checking the term calendar beforehand and abiding by the aims, calendar and coordinators' comments;
2. Substitute absent teachers as necessary;
3. Deliver course content properly;
4. Prepare for their classes accurately according to the term calendar and in due time for their class;
5. Design relevant classroom activities in any form of lesson plan;
6. Go to class with all material needed for the session (CDs, CD players, flash sticks, flash cards, analysis sheets, etc.);
7. Meet and assist students during scheduled office hours;
8. Maintain a relaxing and motivating learning environment and a healthy working environment among colleagues;
9. Reinforce the usage of Second language (L2) during instruction time;
10. Communicate all findings, problems, and issues to both the academic coordinator and the Director of the ELC;
11. Adhere to ELC code of conduct and policies;
12. Adhere to the assigned teaching hours (Arrive to class and leave on time);
13. Provide regular feedback to the coordinators;
14. Proctor exams when required;
15. Give students' attendance records to the students' registrar on Session 2 of every week during the fall and spring semesters and after third session in the summer semesters;
16. Photocopy quizzes and tests for their classes
17. Grade all tests per answer key and coordinators' guidance and submit grades to the students' registrar according to the specified submission dates;
18. Keep students' year's work and exam papers intact;
19. Receive mid-term and final term exams from faculties' control rooms;



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The English Language Centre**

20. Correct mid-term and final term exams following the ELC and University's policies;
21. Attend all in-house training and development sessions;
22. Attend and participate in staff meetings;
23. Check Email regularly, respond and/or give feedback to all emails;
24. Provide a lesson plan with analysis sheets for classes for announced observation;
25. Attend a one-on-one feedback session with their observer and attempt to work on action points.

Job Requirements:

1. Bachelor's Degree in Arts and Education **OR** a Bachelor degree in any field with at least a year of English language teaching experience
2. C1 Level of English (spoken and written)
3. Holding a CELTA / TESOL/TEFL or any equivalent qualification is an asset
4. Any certified teaching related courses
5. A punctual and responsible individual who is able to meet deadlines

Benefits:

1. Monthly salary (discussed upon acceptance)
2. Annual raise
3. Incentives every quarter, based on monthly evaluation
4. Private medical insurance
5. Continuous professional development (Free, except for internationally recognized courses)
6. Mentoring system
7. Free access to resources