



Build Project

POSITION DESCRIPTION

Volunteer English as a Second Language (ESL) Teacher

Information about the Build Project and the Institute of Academic and Practical Studies (IAPS) is available at <http://www.buildproject.org>. Potential applicants should familiarise themselves with the background information and general requirements detailed on the website.

Overview:

The Build Project is seeking volunteers to teach English to young people (ages 17-23) from Burma at the Institute of Academic and Practical Studies (IAPS) in Mae Sot, Thailand.

Teachers are required to deliver an English language curriculum based on IELTS (General band). The primary aims of the English teaching program at IAPS are to ensure students can study effectively (English is the primary language of instruction at IAPS), and to enhance students' future opportunities. A secondary goal is to prepare students to sit the IELTS exam (General Training Version).

Location:

Mae Sot, Thailand

Duration:

Minimum of one full 8-week term, as defined on the IAPS teaching schedule (see <http://www.buildproject.org/volunteer>)

Reports To:

IAPS Manager

Primary Responsibilities:

- Plan lessons in accordance with IELTS guidelines, in line with the specified learning objectives for the relevant module,
- Incorporate into the learning experience creative and interactive activities, such as debating, drama, music, group work and individual project work,
- Help to build a library of appropriate teaching materials and resources,
- Collaborate with local educational advisors and people from the local community in developing educational opportunities,
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations,
- Communicate learning objectives to students,
- Observe and evaluate students' work to determine progress and make suggestions for improvement,

- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests,
- Prepare students for further education by encouraging them to explore learning opportunities and to persevere with challenging tasks,
- Help students develop skills and behaviours for independent learning, such as setting learning objectives, planning their learning, evaluating their learning,
- Explore opportunities to plan lessons which will help the students develop their broader skill sets, including:
 - critical thinking and problem solving
 - intercultural awareness and international business protocols
 - interdisciplinary understanding
 - business skills and entrepreneurship
 - ability to analyse the roles of governments, corporations and NGOs in an international and historical context
- Monitor and record students' progress,
- Provide additional learning support where it's needed by individuals in this mixed-ability group,
- Keep records on teaching activities undertaken,
- Handle issues such as absenteeism, conflict, in accordance with organisational policies and student charter,
- Work collaboratively with other IAPS staff and hand over to incoming volunteers.

Additional Duties:

Teachers are encouraged to get to know their students, to participate in evening and weekend activities, and to collaborate with and support youth workers where possible.

Teachers may be asked to sleep on site and supervise students.

Knowledge, Skills, Abilities:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar,
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups,
- Ability to select and use training/instructional methods and procedures appropriate for the situation when teaching new concepts,
- Ability to communicate information and ideas so others will understand,
- Ability to develop constructive and cooperative working relationships with others, and maintaining them over time,
- Ability to demonstrate a positive attitude and remain professional in all situations,
- Proactive and able to work independently when necessary
- Confident, mature traveller, preferably with experience of living or working in a challenging environment,
- Awareness of the political and social context, and of the circumstances of displaced peoples from Burma,
- Ability and disposition get to know the young people and to act as a mentor,
- Confident computer user.

Qualifications

- Native or near-native proficiency in English,
- Excellent interpersonal skills,
- A recognised certificate in teaching ESL is preferred

The successful candidate will be expected to familiarise themselves with the IELTS programme and appropriate teaching methodologies, be able to assess students' needs and prior learning, and develop formal lesson plans accordingly.

Application

To apply, please complete the online application form at <http://www.buildproject.org>. Further details on the application process are available on the website.

Contact

Questions regarding this position should be addressed to Andrea Fitzgerald, Executive Director of the Build Project: email volunteer@buildproject.org.