JOB DESCRIPTION – ENGLISH TEACHER

Job Title: English Teacher (as a Second Language Teacher) – Burundi
Reports to: Head of School
Location: Kigutu, Burundi

Organization Background

KIA is an ambitious initiative of Village Health Works (VHW) an NGO founded in 2005 in Burundi

KIA is a secondary boarding school created to educate a new generation of ethical and entrepreneurial young leaders in Burundi.

The students are at the core of their own transformative education at KIA. The school recruits, identifies and selects the most promising students throughout all of Burundi. Those selected have demonstrated not only success academically but have also shown leadership and commitment to improving their schools and their communities.

KIA brings together this cohort of students from a diverse range of backgrounds for a powerful educational and leadership journey over four years. Competencies and skills such as critical thinking, and character development are intentionally folded into a sustained high level of academic achievement. KIA helps these young students to reinvent what is possible in a progressive and intentional sequence throughout their four years of secondary school and their further careers.

One of KIA’s missions is to serve as a model school to help reinforce and enrich the Burundian educational system. In doing so it also prepares the KIA graduates for success in universities within the East African community, within central Africa and Internationally

Position Overview

We are looking for an experienced ESL teacher to join our team. You’ll organize courses for non-native speakers with diverse activities and methods that cover all aspects of English language (speaking, writing, and comprehending). As a teacher in our school, you’ll create individualized educational plans based on each student’s needs and evaluate their progress through homework and assessments. ESL teacher skills also include building positive relationships with parents and teachers and helping them evaluate student progress.

Qualifications

- Previous experience as an ESL teacher or similar role
- Knowledge of various methods of teaching English to non-native speakers
- Great organizational and communication skills
- A calm and resilient personality
- ESL or TESOL certification
Degree in Education, English Language, English Literature, or similar field
Leadership experience a plus
Fluency in French preferred

Duties and Responsibilities
- Prepare classroom and course materials
- Assign homework and exams
- Grade students’ assessments
- Create individualized plans for students with special requirements (e.g. learning disabilities)
- Research new teaching methods for teaching English as a second language
- Create a supportive and positive classroom environment
- Maintain records of student attendance and grades
- Resolve crises in classroom
- Inform parents about student progress
- Collaborate with educational staff to provide a positive learning experience to students.

Salary and Benefits
Competitive salary, commensurate with experience.

How to apply
Qualified candidates are encouraged to immediately submit a CV and a thoughtful cover letter outlining why this position is of interest, exactly how your experience matches the qualifications stated and what you believe differentiates you from other candidates. Additionally, please provide the salary range you are seeking. Submissions without cover letters and salary requirements will not be considered.

Submissions should be in English and sent to: KIAjobs2021@villagehealthworks.org. Please include “English as a Second Language Teacher – Burundi” in the subject line of your email. Please note: the selection process will begin on 23rd of July, and the review will continue until the position is filled.

Village Health Works considers all applicants on the basis of merit without regard to race, color, religion, gender, gender, age, national origin, disability, marital status, sexual orientation, veteran or military status.