

Teacher Trainer, English

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Phone :

Web :



Aga Khan Education Services

Job Summary

Vacancy :

Deadline : Nov 02, 2024

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Employment Status : Full Time

Experience : Any

Salary : Organization Salary Scale

Gender : Any

Career Level : Any

Qualification :

Job Description

About Aga Khan Education Service:

Aga Khan Education Service (AKES), an agency of the Aga Khan Development Network (AKDN), is one of the largest private, not-for-profit, non-denominational educational networks in the developing world to improve the quality of life of the communities. Through the provision of ECD, formal (K-12), and non-formal education programs, AKES seeks to enable all children and students to acquire both knowledge and the essential wisdom needed to balance that knowledge and enable them to attain the highest fulfillment.

AKES Afghanistan (AKES, A) started its operation in Afghanistan in 2004. Ever since, AKES, A has been providing quality ECD and non-formal education programs that benefit thousands of children and students living in marginalized areas. Currently, AKES, A is operating in 6 provinces namely Kabul, Baghlan, Kunduz, Balkh, Samangan, and Badakhshan reaching over 25,000 children and students through one Central Office in Kabul, three Regional Offices, and several Area Offices.

Job Description:

- Assess teachers' needs through various methods such as tests, classroom observations, and surveys.
- Prioritize teachers' needs and develop short-term and long-term plans for their capacity building.
- Customize existing training resources to suit teachers' requirements and contexts.
- Create new learning materials and content for both intensive workshops and extended courses.
- Provide long-term or short-term courses or workshops focusing on teaching methodologies, classroom management, and innovative instructional techniques.
- Implement diverse training delivery methods, including online and face-to-face sessions, tailored to the needs of individual teachers or groups, to enhance professional development and learning outcomes.
- Monitor each teacher's performance and progress, devising personalized plans for their development.
- Record, analyze, and present data on teachers' performance to inform reports and decision-making.
- Develop and update assessment tools for measuring the teachers' progress and the impact of capacity-building activities in coordination with the MEAL department.
- Stay updated on best practices and trends in English language education to ensure program relevance and effectiveness.

Promoting Collaborative Learning:

- Facilitate teacher collaboration and networking opportunities to share best practices, resources, and innovative ideas.
- Encourage teachers to engage in reflective practice to continually evaluate and improve their teaching methods via self-assessment, peer collaboration, and action research.
- Implement a peer observation program where teachers observe each other's classes and provide constructive feedback.
- Pair experienced teachers with newer or less experienced teachers in a mentorship program.
- Recognize and celebrate teachers' achievements and contributions to the team.

Providing Additional Support:

- Support teachers to achieve their annual objectives by helping them break down their objectives into manageable tasks.
- Aid teachers in scheduling and delivering the curriculum in alignment with program standards.
- Serve as a mentor to English teachers, offering guidance, support, and encouragement.
- Guide teachers in developing co-curricular materials and resources for students.
- Recommend supplementary learning resources, including contextually relevant materials, to teachers.
- Proactively identify and resolve any challenges or concerns teachers encounter in their teaching practices by offering practical solutions and support.
- Coach teachers in preparing, administering, and grading students' placement tests, quizzes, and review tests.

Operations & Administration:

- Plan activities on a termly, monthly, weekly, and daily basis.
- Provide regular updates and reports on the effectiveness of training activities and make recommendations for further improvements.
- Participate in regular meetings with the program coordinator or regional team.
- Carry out the roles and responsibilities in a way that reflects AKES, A's commitment to protecting children, beneficiaries, partners, community members, and employees in accordance with the Safeguarding Manual and Child Safeguarding Policy.

OCCASIONAL SIGNIFICANT DUTIES AND RESPONSIBILITIES

Additional activities that are performed by this position occur occasionally / of an incidental nature outside of the things that are covered by point 2.1.

- Attend regional committees or meetings to resolve occasional issues.
- Any other task as assigned by the line manager.

DECISION-MAKING & AUTHORITY

- Determine the topics, contents, and duration of training workshops or courses.
- Develop learning materials to further enhance the curriculum and enhance student engagement.
- Provide guidance to teachers and operation assistants on the levels and courses allowed for teachers.

Job Requirements:

1. Required:

- **Education:** A bachelor's or master's degree in English language teaching or English language and literature.
- **Experience:** Three years of English language teaching and two years of teacher training.

2. Desired:

- International certificates for English language teaching (CELTA, DELTA, TESOL) and C1 English proficiency certificates (IELTS, TOEFL, or similar tests).
- Coaching and mentoring skills; collaborative and team-oriented mindset; analytical and problem-solving skills.
- Ability to manage a complex workload and prioritize them.
- One or more years of project management experience
- Basic ICDL Certificate.

Submission Guideline:

Please submit your application through the following link: [Teacher Trainer, English \(10039229\)](#) no later than November 02, 2024.

- Ensure to submit your CV and Cover Letter in one file.
- Your cover letter must not exceed one page.
- Your CV must be a maximum of 3 pages.
- Do not submit any unnecessary documents unless you are asked to do so.

Aga Khan Education Service, Afghanistan's recruitment and selection procedures reflect our commitment to equal opportunity, child safeguarding, and safeguarding of beneficiaries against abuse, bullying, exploitation, and all other sexual and non-sexual harassment.

Submission Email:

Follow the above link.

Education & Experience

A bachelor's or master's degree in English language teaching or English language and literature.

Must Have

A bachelor's or master's degree in English language teaching or English language and literature.

Educational Requirements

Compensation & Other Benefits
