



English Teacher & Assistant – Pedagogy Department National Service - Job Description

Position: English Teacher & Assistant

Reports to: Director of Studies

Liaises with: Other staff of the department and the institution

Purpose:

The volunteer will be responsible for assisting the Academic Office of Alliance Française Accra in different areas: teaching, management, teaching tools, etc. during the 12-month volunteering period.

This volunteering aims of transferring skill and training to the volunteer. The training has 3 steps: training, observation and supervised practice.

Main responsibilities:

After 3 weeks of training before October, the volunteer will be responsible for:

- 10 hours of teaching (beginner level)
- supporting the Academic Office: creation of teaching tools
- linking the Academic Office with the Cultural Department

Education and experience:

- BA in Teaching English as a foreigner language
- Experience in teaching and / or group management will be appreciated

Keys competences:

- Good interpersonal skills
- Good command of MS Office Suite and Internet
- Dynamism and motivation
- Flexibility, reliability and professionalism
- Ability to work either alone or within a team

National Service conditions: 350ghc compensation + 100ghc transport allowance + *Free language classes available*

Mode of application: Kindly send your CV and application letter to bilingualsection@afaccra.com before 19th April, 2015

Website: www.afaccra.com