

# POSITION DESCRIPTION



POSITION OVERVIEW			
POSITION TITLE	Innovative English language composition teacher		GRADE
NAME		PREPARED BY	Head of CES department
POSITION DETAILS	<input type="checkbox"/> Full time yes	<input type="checkbox"/> Part time	<input type="checkbox"/> Contractor
POSITION LOCATION	Bratislava		
DEPARTMENT	Central European Studies	REPORTS TO	Head of CES department
POSITION DETAILS			
POSITION PURPOSE	<p>This is a once in lifetime opportunity to help build a world class innovative educational institution. LEAF Academy is looking for Innovative English language composition teacher.</p> <p>Teaching AP English in Upper School and the, depending on your background, Writing and Rhetoric or History (here the knowledge of the Central European region is essential). Experience in curriculum and development is welcome.</p>		
DUTIES AND RESPONSIBILITIES	<p>We consider ourselves to be a community of learners where the learning happens for all parties concerned. Our lessons are student-centred and focus on developing students' own thinking strategies and quality questioning. We use visible thinking techniques and other innovative teaching approaches that allow adaptation to different students' needs. Learners focus on their individual growth that is recorded in an assessment that stems from competency-based rubrics. Students are encouraged to reflect on their work as well as the work of the teacher and to make connections to real life.</p> <p>Since we try to be innovative and individualize our teaching, the environment presents challenges in frequent adjustments that need to be made throughout the year. We are a growing and dynamic organization, so flexibility is a must and an open mind to new perspectives on education is needed.</p> <p>Besides of other responsibilities she/he is responsible for:</p> <ul style="list-style-type: none"> <li>○ advisory (part of the full-time contract): a person is responsible for a small group of students, and she/he is providing support to students when necessary</li> <li>○ residential duties (expected): regular weekday and weekend duties in the dormitory</li> </ul>		
QUALIFICATIONS			
MINIMUM EXPERIENCE REQUIREMENTS	5 years		
PREFERRED EXPERIENCE REQUIREMENTS	teaching experience at a high school and/or bachelor university level		
MINIMUM EDUCATION REQUIREMENTS	University education (Bachelor's degree)		

**PREFERRED EDUCATION REQUIREMENTS**

University education (Master's degree)

**REQUIRED SKILLS**

Native-level English skills both in speaking and writing. Passion for English language and literature. Creativity in delivery and experience with working with a teenage audience. Ability to work well under pressure.

**POSITION COMPETENCIES – MIN THREE COMPETENCIES HAVE TO BE STATED**

<b>KEY COMPETENCIES</b>	<b>PERFORMANCE STANDARDS/RESULTS</b>
<b>Effective communication</b>	1. Presents information both clearly and concisely and regularly confirms correct interpretation of information 2. Very high standard of communication skills both written and oral for the presentation of facts and ideas 3. Written communication must be clear, concise, easy to read and comprehended
<b>Organization of work</b>	1. Demonstrates ability to handle several projects simultaneously 2. Implements the key principles of time management, task allocation and priority assignments in addition to personal organization 3. Continuously seeks ways to improve the service provided via development of professional skills and personal growth

Exam