

# English Language Instructor

## JOB DESCRIPTION

POSITION TITLE: ENGLISH TEACHER – FOR AVIATION SCHOOL

EFFECTIVE DATE: JANUARY 2025

REPORTS TO: COUNTRY DIRECTOR

PROGRAM:

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### PURPOSE:

- Prepare and teach both general and aviation-specific English courses to professionals in the aviation sector.
- Foster strong relationships with students and aviation personnel throughout the training process.

### PRIMARY RESPONSIBILITIES AND DUTIES:

#### 1. English Teacher

- Under the supervision of the Country Director:
  - Review and enhance existing curricula for general and aviation English.
  - Prepare and deliver engaging general and aviation English classes.
  - Identify student weaknesses and collaborate with other instructors to address them.
  - Innovate and suggest new teaching methods, and improve syllabi, classes, and PowerPoint presentations as needed.
  - Evaluate student progress and provide constructive feedback.
  - Assess students' aptitude for learning.

The English teacher is expected to contribute to other activities as needed and demonstrate a passion for helping, encouraging, and building relationships with students.

### JOB REQUIREMENTS: KNOWLEDGE, EXPERIENCE, ABILITIES and APTITUDES:

- ESL certification is required.
  - Aviation experience is preferred but not mandatory.
  - Native English speaker is preferred but not mandatory.
  - ICAO interlocutor and rater certifications are preferred but not mandatory.
  - Passion for teaching and improving ground school curriculum.
  - Ability to adapt teaching methods to suit different learning styles.
  - Excellent interpersonal skills.
  - Proficiency in written and spoken English.
  - Proficiency in Microsoft Office, particularly Word, PowerPoint, and Excel.
  - A teachable spirit and a servant's heart.
  - Willingness to learn and acquire new knowledge.
  - Patience and the ability to handle unexpected delays and challenges.
  - Flexibility and adaptability to change.
  - Ability to learn the local language.
  - Ability to adapt to local culture and work effectively in a cross-cultural setting.
  - Alignment with the organization's values and objectives.
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The above statements describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

**Reports to:** Country Director

**Works closely with:** Other English teachers and Aviation Instructors, Office Admin