

2022 학년도 원어민 영어 교사 채용 공고문(영문)

Korean International School in Hanoi (Elementary Department) is seeking qualified, experienced, and reliable ESL Teachers for full-time positions to join our team from February 25, 2022.

Full-Time Elementary EFL Teachers (School Year 2022-23)

▶ Responsibilities

- Utilize your EFL qualifications and skills to teach grammar, vocabulary, and the four skills (listening, reading, writing, and speaking - including pronunciation).
- Be able to work from 8:30 AM to 4:30 PM / Mondays to Fridays with average teaching hours of up to 24 lessons per week
- Take full responsibility for planning and delivering varying levels of teaching and learning to elementary students including after school classes and summer camps
- Make and conduct midterm and final exams and write semester-end reports

▶ Minimum qualifications and experience

- Bachelor or higher Degree in Education(Diploma in Education)
- Teacher Certification/License or PGCE in English or Elementary
- TESOL, TEFL, CELTA or equivalent teaching certificates
- Must have a minimum of **3-year teaching experience with a working visa in Vietnam**
- If married to Vietnamese, must have a spouse visa with 3 years teaching experience
- Should at least be a native English speaker
- Must have a clean police check issued within the last three months
- Be able to provide at least 1 or 2 references from the previous jobs
- Should exemplify adaptability, flexibility, and cultural sensitivity
- Must be available to work on **February 25, 2022**

▶ Salary and other benefits

2000 USD (before tax) per month for basic salary and other extra benefits will be additionally paid depending on qualifications, experience, and hours worked (+200~1200USD). Tax is payable on a sliding scale; most teachers pay around 15~20%.

▶ **Bonus**

- 600 USD quarterly bonus (starts on the 6th month)
- Additional bonus upon contract completion
- 500 USD Relocation allowance (one time only)
- Free lunch

• **Visa and Work permit covered by the school for the duration of the contract**

▶ **To apply**

Please attach the following details with your application:

- Cover letter
- Full CV with referees
- Scanned colored copy of a university degree(s)
- Scanned colored copy of teacher certificate(s) (License, PGCE)
- Scanned colored copy of teaching certificate(s) (Tesol, Celta, TEFL)
- Scanned copy of passport and a working visa in Vietnam (for work experience in Vietnam)
- Employment Certificate with at least three years of teaching experience
- References from the previous jobs
- Police clearance certificate

Only short-listed applicants will be notified. Applicants will be expected to teach a micro-lesson as part of the interview process. Details about the micro-lesson will be sent to short-listed applicants.