



Job Description

General Program Contract Position (GPC)-Level 2 TEFL Teacher

The starting salary for a General Program Contract TEFL teacher on level 2 is US\$2,000 (before local taxes), for up to 20 classroom hours per week.

Assistance with visa and work permit is provided, as well as local orientation and help finding accommodation.

Typical expectations of a **GPC2** teacher usually include, but may not be limited to the following.

Teaching Approaches

- using communicative, student-centred and interactive learning/teaching processes
- encouraging students to actively participate, and develop independent learning dispositions
- upholding and modelling, as appropriate, the Vientiane College expectations for students
- continuously monitoring, formally/informally assessing, and providing student feedback
- working collaboratively and sharing teaching resources with colleagues
- seeking and taking advantage of professional development opportunities

Key Responsibilities

- teaching up to 20 hours per week (Monday – Friday evenings/Saturday mornings)
- being on the emergency cover schedule if available, and requested
- planning, preparing and delivering lessons to a range of abilities and age groups following the given course guides/materials
- adhering to school systems: digital registers, coursework records and assessment sheets; course guides; timesheets; student support consults and student concern forms; mid and end of term reports, etc.
- providing feedback to co-ordinators and teacher/student support staff
- attending and participating in start of term, mid-term and other occasional workshops or meetings as required