



**Al-Hijaz Private Schools
HR department
Job advertisement**



English Supervisor for stages Kg-12 (National School)

Job Title:	English supervisor
Reporting to:	School principal
Responsible to:	English supervision
Contract:	Permanent, full-time position
Salary:	competitive
Location:	Building 2 / Nasser Al-Fawaz Street / Tabrbour/ Amman / Jordan

Application deadline: 01.08.2024

Al-Hijaz Private Schools are looking for an enthusiastic and dedicated English Supervisor to join our beloved team. We work hard to respond to the school's needs, mission, and vision to deliver a high-quality teaching standard to our students.

As an English Supervisor, you'll play a pivotal role in fostering a love for the subject and creating an inclusive learning environment that contributes to the school's exceptional reputation.

Main duties and responsibilities

Material preparation

- Design and check up the syllabus, weekly plan, daily lessons, work sheets, activities and exams for the English curriculum assigned by the schools for the whole.
- Develop and enhance the English curriculum, ensuring alignment with educational standards and best practices.

Teacher Training and Support

- Provide professional training sessions for primary and secondary English teachers.



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- Conduct regular classroom observations and provide constructive feedback to enhance teaching effectiveness.
- Provide training workshops in the use of office 365 particularly MS Teams, Outlook, Word, PowerPoint, Excel and one drive.
- Deliver training in the use of modern teaching techniques and strategies for English teachers such as: group work, peer learning, flip learning and learning by activates and games
- Support and mentor new and less experienced teachers in the English subject.

Assessment and Evaluation:

- Design and implement assessment strategies to measure student progress and achievement in English.
- Analyse assessment data to inform instructional decisions and improve student outcomes.

Parent and Community Engagement:

- Collaborate with parents to promote a supportive learning environment for students.
- Organise and participate in parents' meetings to showcase students' achievements in English.

Other

- Answer any inquiries regarding students' achievements.
- Provide teachers with any resources needed for professional development such as textbooks, materials, and technology apps.
- Participate in the process of performance management cycle for English teachers.
- Partner with school principals and the senior management team to provide advice, guidance, and support on all English subject matter.
- Ensure that teachers deliver the four main skills: reading, writing, speaking, and listening appropriately.
- Encourage students and teachers to participate in English events, competitions and workshops locally and globally.



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Person Specification

Essential

- Minimum of 5 years of experience teaching English to students from different stages in a school setting.
- Strong understanding of the English frameworks especially in close up curriculum
- Strong knowledge of the modern teaching methods and strategies.
- Excellent communication and interpersonal skills
- Excellent use of Microsoft office 365 (Word, Power Point, Excel, Outlook, and Ms Teams)
- Excellent proficiency in reading, writing, speaking and listening
- Passionate leader with the ability to motivate and inspire others.

Desirable

- IELTS Academic (6.5) with a minimum of (6.0) in Writing, Reading, Speaking and Listening.
- Certificate in English Language Teaching to Adults (CELTA)
- TOFEL
- Professional Diploma in Education from Queen Rania Teacher Academy
- English Native speakers

How to Apply:

If you believe you are the right candidate for this position please submit your CV to Hussein@alhijazschools.edu.jo

Recruitment process

