



## Recruitment for English Teacher

**No. of Vacancies: 01**

Cosmo School is looking for **Teacher (English Literature and Language) For Class Pre-Schooling from Prep-1 to Class Two (II).**

**About Job:** Cosmo School, always invites passionate, dedicated, innovative and qualified teachers to serve best knowledge to our future the generation.

**Working Hours:** 8.00 am to 3.00 pm.

### **Educational Qualifications:**

- Master of Arts (MA) in English,
- Bachelor of Arts (BA) in English
- Bachelor's degree in the relevant subjects.

### **Skills & Experiences:**

- At least 2 years
- The applicants should have experience in Educational Organizations like Government School, English Version School, and English Medium School etc.
- **Skills Required:** Teaching Experience.

### **Responsibilities & Context**

- Performing all academic responsibilities like class teacher responsibilities, student assessment, parent interaction, and other duties as the position requires.
- Conduct engaging and informative classes following the National Curriculum (English Version).
- Develop comprehensive lesson plans and lecture materials that align with curriculum objectives.
- Evaluate students' assignments, projects, and written work to assess comprehension and progress.
- Giving feedback about the performance of the students and their activities to the authorities.
- Maintain regular communication with parents regarding students' academic progress and conduct.
- Assess student learning through various forms of assessment such as tests, quizzes, projects, and presentations.
- Stay updated with advancements in respective discipline and incorporate relevant technology and resources into teaching practices.

- Execute all academic responsibilities related to students' exams and other duties assigned by school.
- Ensuring that students are engaged in meaningful learning experiences.

### **Additional Requirements**

- Enthusiastic applicants who are dedicated to teaching and nurturing classroom environment that encourages students learning and social growth.
- Computer Literacy in MS Office, Ability to teach using online platforms (Zoom, Google Classrooms)
- Actively participate in school events, including parent-teacher meetings, extracurricular activities, and educational outings.
- Candidates must have excellent command in oral and written English.
- Maintain good professional working relationships with colleagues, Line Managers, and administrators.
- Assist and participate in development of Institution.

### **Compensation & Other Benefits**

- Salary Review: Yearly
- Holidays as per Government policy
- English Teaching Certification Training

**Salary:** 12000 – 18000 BDT.

### **Workplace:**

- Work at office

### **Employment Status**

- Full Time

**Job Location:** Mirpur, Dhaka.

Cosmo  
School