



Recruitment for Assistant Teacher (Junior Section)

No. of Vacancies: 02

Cosmo School is looking for **Assistant Teacher** for **Juniors Section** from Pre-primary -1 to Class-2(Two).

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

Working Hours: 07.30 am to 02.30 pm.

Educational Qualifications:

- Master's Degree in Any Discipline
- Bachelor's Degree in Any Discipline
- Master's in Education are highly appreciable.

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 Benefit

- Salary Review: Yearly
- Two Festival Bonus
- Provident Fund
- Holidays as per Government policy
- Teaching Certification Training

Salary: 12000 – 18000 BDT.

Workplace:

- Work at office

Employment Status

- Full Time

Job Location: Mirpur, Dhaka.