



# VICTORIA ACADEMY

Hakha, Chin State

[victoriaacademy.hk@gmail.com](mailto:victoriaacademy.hk@gmail.com)

[09408123526](tel:09408123526)

## Vacancy Announcement

<b>Job Title</b>	Academy Teacher (Social Sciences and Basic Level of Statistics)
<b>Report to</b>	Academy Principal
<b>Commitment</b>	At least 2 years commitment
<b>Duty Station</b>	Hakha, Chin State
<b>Start Date</b>	October 1, 2019
<b>Deadline</b>	16 September 2019 (11:00AM, Myanmar Time)
<b>Contract Type &amp; Duration</b>	Full-time, 1 year contract with minimum two year commitment (and yearly extension) [3-month probation period applies]

## Program Description

The Victoria Academy is a community based school founded in 2019 by a group of young and dedicated leaders in education, community development, and educators from Chin State. Our mission is to support potential socially-engaged youth from diverse background in developing their skills and abilities for making positive changes in their communities. It is a two-year program where our students learn English Language, Computer, Statistics, Learning Skills, Social Science, Social Entrepreneurship and Community Development subjects to increase their skills in critical thinking, leadership, management, communication, team work, organizing and community awareness. The Victoria Academy is seeking to recruit a committed, motivated and experienced candidate who enjoys teaching to diverse students and have common goals with our community academy.

## Main Responsibilities

The person in this role will serve in a capacity for teaching Social Science and basic level of Statistics. He or She will also have other responsibilities for providing extra academic support. Below is a breakdown of the responsibilities of each of these components.

### Teaching Social Sciences

- Teaching regular classes of 12-14 hours per week (for social sciences including, but not limited to, political sciences, sociology of religion, geography, history and so on).
- Effectively delivering the courses using the Academy-developed and approved curriculum
- Contributing to the continued development and implementation of the curriculum
- Establishing clear objectives for all weekly lesson plans, units, and projects
- Maintaining accurate and complete records, progress, and attendance reports
- Preparing and maintaining educational materials and equipment
- Holding supplementary classes in line with students' academic needs



**Responsibilities that extend beyond the classroom include the following;**

- Participating in teacher training/conferences and staff exchange
- Taking responsibilities for students' academic development and ensuring that students are guided in a safe learning environment that meets the approved curricula and mission of the academy
- Being available to students for feedback and consultations that will support them in their learning and development
- Observing and evaluating students' work to determine progress and making suggestions for improvement
- Providing coverage for other teachers as needed
- Participating in other extra-curricular activities and take responsibilities of moderator
- Participation in all Academy Management Team meetings
- Assisting the Academy in the student recruitment activities
- Working collaboratively with the Principal and other staff for the development of the program
- Supporting the vision, mission, goals and values of the Academy in all areas of the job as best able

**Desired experience and qualifications:**

- Experience teaching young adult/adults
- Subject related teaching qualification and/or experience (at least one year)
- Preferred graduate of Social Science, Statistics and English major and/or other relevant courses
- High level of English Language proficiency
- Able to create positive/supportive working environment
- Able to work with diverse ethnic and religious groups
- Independent, self-motivated and reliable in carrying out professional duties
- Highly organized, hardworking and results oriented
- Good interpersonal and communication skills and ability to work as a member of a team
- Able to use computer efficiently for classroom and communication.

**Benefits**

- Salary commensurate with education & experience
- Personal/sick leave plus holiday time determined by the school's academic calendar
- Basic medical benefits
- Valuable experience working in a results-oriented, community run program that promotes our local youth

We understand that many potential applicants may have some of the experiences, qualifications and attributes listed above. We encourage such applicants to apply and we will assess on their potential as well as their experiences. We value and seek diverse staff in the program.



### How to Apply:

- **Inquiry:** The Victoria Academy has zero-tolerance for fraud and corruption, and any form of discrimination. Any question related to job application should be addressed only to [victoriaacademy.hk@gmail.com](mailto:victoriaacademy.hk@gmail.com). Contacting any of Victoria Academy staff personally in case of application during application phase is deemed improper and unnecessary.
- **Required Documents:** Please submit CV/resume including a ONE PAGE cover letter explaining your interest and qualification for the position along with one letter of recommendation from the community leader or previous employer or professor/teacher.
- **Submitting Application:** The deadline for submitting application is **Monday, September 16, 2019 (11:00AM, Myanmar Time)**. We accept application submitted through email only. Application should only be submitted to [victoriaacademy.hk@gmail.com](mailto:victoriaacademy.hk@gmail.com).
- **Consideration:** Application received after **Monday, September 16, 2019 (11:00AM Myanmar Time)** and **incomplete application** won't be considered valid. Only shortlisted candidate will be notified of the outcome of application.

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