



Position: English Language Intern

**I. Job Summary / Responsibilities**

Provides assistance in the various aspects of EFL teaching as assigned and directed. Performs duties in accordance to programme and procedures established by Learning Tree Private Institute.

**II. Primary Duties and Responsibilities**

- a) Carries out duties as assigned in Learning Tree:
  - assists teachers by attending meetings
  - attends classes and participates in lesson procedures
  - attends workshops and seminars as requested
- b) Observes group lessons and discusses constructive suggestions with the director.
- c) Contributes to development of lesson plans, homework and relevant learning material.
- d) Provides general office assistance as needed.
- e) Prepares class report and evaluations as required.
- f) Participates in exam preparation practice.
- g) Provides guided tutoring with teacher guidance.
- h) Performs duties in a courteous and friendly manner.

**III. Performance Requirements (Knowledge / Skills / Abilities)**

- a) Skills in establishing and maintaining effective working relationships.
- b) Ability to communicate effectively in English both orally and in writing.
- c) Excellent command of the four language skills in the English language (speaking, writing, reading, listening). Preferably IELTS 7,5+ or equivalent to C1 level diploma (ALTE -European Council of Language Association).



- d) Ability to handle multiple tasks at one time.
- e) Ability to act calmly and tactfully in stressful or confrontational situations.
- f) Ability to be accurate and attentive to detail.

#### **IV. Minimum Qualifications**

Underground programme: Fourth year university level major in ESL / EFL, English Literature or related field.

Graduate programme: First year major in TESOL / TEFL or related field.

#### **V. Technical Knowledge Requirements**

Computer Knowledge: Internet  
Microsoft Word  
Microsoft Excel  
Microsoft Power Point

#### **VI. Working Hours**

At least one morning (Monday – Wednesday – Friday): 10:00 - 13:00

Afternoon: Monday, Tuesday, Thursday, Friday: 14:30 - 19:30

Wednesday: 14:30 - 17:30