



مؤسسة الأغا خان  
AGA KHAN FOUNDATION

## ANNOUNCEMENT

The Aga Khan Development Network (AKDN) is a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, and the promotion of private-sector enterprise and the revitalization of historic cities. AKDN agencies conduct their programmes without regard to faith, origin, or gender.

Based on its commitment and policies, AKDN agencies design their programmes/projects based on the needs of the target communities. Within this context, the AKF, Syria seeks to contract with four Service Providers (SP)/English Language teachers to its After-School Programmes in Salamieh district, Damascus, Aleppo and Tartous City for a minimum of three months, a maximum of eleven months.

### **SUMMARY:**

The SP (Teacher) is responsible for planning and delivering lessons, preparing teaching materials, assessing student learning, and ensuring student safety during the lessons' times. They will evaluate student needs and performance through both formative and summative assessments.

Part-time teachers, under service-provision contracts, instruct up to 20 students per group. Group numbers depend on the total hours outlined in the contract. Students are primarily school-aged children in grades 4 to 12 from Scientific and Literary streams.

Teachers will work closely with the Education Centre Coordinator and the Aga Khan Schools Head of Academics in Syria.

Work Hours: after school – 2 pm – 5 or 6 pm (2-4 hours/day) Work Days:  
2-5 days per week

### **DUTIES AND RESPONSIBILITIES:**

#### **Curriculum Planning and Delivery:**

- Teaching English Language courses as required by the programme management.
- Plan lessons pitched at the student's starting points, ensuring there is sufficient scaffolding and or challenge as needed
- Deliver effective lessons to students of different age groups and proficiency levels using a variety of teaching methods and resources.
- Develop, adopt, or adapt engaging learning materials using available resources.
- Monitor students learning, correct classwork, conduct formative assessment and summative tests, and provide constructive feedback.
- Assign relevant homework, regularly checking it and providing feedback.

#### **Student Support:**

- Provide academic support and guidance and enable students to achieve their learning goals through effective teaching/learning approaches.
- Adopt a positive and respectful learning environment where students feel motivated, encouraged to ask questions and supported in their learning journey.
- Communicate effectively with students, parents, and colleagues to address any concerns or issues related to student progress.

**Professional Development:**

- Continuously enhance teaching skills and knowledge through professional development opportunities.
- Collaborate with colleagues to share best practices and resources for teaching the subject.
- Participate in staff meetings, training sessions, and workshops to stay abreast of developments in the related teaching subject.
- Use available technology in the teaching and learning sessions.

**Teamwork and Administration:**

- Collaborate with local regional management and Education Hub operation colleagues to contribute to the overall success of the After-School Programme.
- Participate in curriculum development and assessment activities to ensure alignment with academic standards and learning objectives.
- Maintain accurate records of student attendance, assessments, and progress reports.
- Carry out the roles and responsibilities in a way which reflects AKF's commitment to protecting children, beneficiaries, partners, community members and employees in accordance with the Safeguarding Manual and Child Safeguarding Policy.

**Occasional Duties and Responsibilities**

- Assist in providing orientation/mentoring to new teachers.
- Prepare training packages and provide workshops under the guidance of the Programme Trainer/Coordinator.
- Provide cover for other teachers when they are absent or on leave.

**Pastoral Responsibilities**

- Call for meetings with parents in coordination with the operation assistants.
- Resolve behavioral issues or conflicts that arise among students.

**QUALIFICATIONS REQUIRED:**

- Bachelor's degree in English Language Literature. Master Degree will be an asset.
- More than five years of experience teaching English Language at the primary or secondary level in school, after-school programme or other professional educational settings.
- A minimum of intermediate English proficiency (B2) level is required.
- Strong professional communication and interpersonal skills and ability to transfer knowledge to participants.
- Flexible and student-centered, with a proven ability to adapt to changing circumstances and learner needs.
- The ability to design, plan and deliver lesson efficiently.
- Experience of using hardware (including setup and troubleshooting) such as: laptops, desktops, projectors, external monitors, speakers.
- An effective command of Microsoft Word, PowerPoint, and Windows; email communications and basic Excel.

**Safeguarding Commitments:**

AKF is committed to maintaining the highest standard of ethical behavior among its staff, representatives, and partners to make sure of do no harm to the beneficiaries and whom they deal with. In line with this commitment, the selected Trainer must adhere to the AKF Code of Conduct and the relevant Safeguarding policies.



## **APPLICATION GUIDE:**

Interested male and female applicants are required to submit their CVs to [job.sy](http://job.sy) expressing their interest in applying for this SP position.

**The deadline for application submission is 2<sup>nd</sup> June 2026**

## **NOTES:**

- **This announcement does not fall under an employment contract; it is only to support the AKF, S in achieving its Projects' objectives.**
- **Only qualified applicants will be invited for interviews according to the Programme's plans and requirements. The preference will be given to the candidates who are resident at the same city of the Job location.**
- **Short-listed applicants will be required to sit a short subject knowledge assessment test.**
- **The Selected English Language Teachers will join an English Language Course at AKF- CEC**

