



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 10 Service Providers (SP)/mathematics 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 systematic assessments.

Part-time teachers, under service-provision contracts, instruct up to 20 students per group. Students are primarily school-aged children in grades 4 to 12.

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

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

Work Days: 2-5 days per week

### **DUTIES AND RESPONSIBILITIES:**

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

- Teaching Mathematics 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 using a variety of teaching methods and resources.
- Develop, adopt, or adapt engaging learning materials using available resources, conduct subject-related experiments, and problem-solving exercises.
- 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.
- Use available technology in the teaching and learning sessions.

**Teamwork and Administration:**

- Collaborate with local management and Education Hub operation colleagues to contribute to the overall success of the After-School Programme.
- 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, partners, community members and employees in accordance with the Child Safeguarding Policy.

**Occasional Duties and Responsibilities**

- Assist in mentoring to new teachers.
- Prepare training packages and provide workshops under the guidance of the Programme Trainer/Coordinator.

**Pastoral Responsibilities**

- Call for meetings with parents in coordination with the Education Hubs coordinators.
- Resolve behavioral issues or conflicts that arise among students.

**QUALIFICATIONS REQUIRED:**

- Bachelor's degree in Mathematics, Master Degree will be an asset.
- More than five years of experience teaching Mathematics at the primary or secondary level in school, after-school programme or other professional educational settings.
- Strong professional communication and interpersonal skills and ability to transfer knowledge to participants.
- Flexible with a proven ability to adapt to changing circumstances and learner needs.
- The ability to design, plan and deliver lesson efficiently.
- An effective command of Microsoft Offices including Word and PowerPoint.
- A minimum of (A2) English-level is an asset.

**Safeguarding Commitment:**

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 policy.

**APPLICATION GUIDE:**

Interested male and female applicants are required to submit their CVs to: [www.job.sy](http://www.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 Maths Teachers will join an Induction Course 3 – 5 days, four hours per day.**

