

Hospitality & Catering Training Centre (HCTC)

Mae Sot, Thailand

English Teacher

CONTEXT

The Hospitality and Catering Training Centre (HCTC) is a vocational training centre based in Mae Sot, Thailand. The HCTC provides education to young Karen adults from underprivileged rural communities along the Thai-Myanmar border. The Hospitality & Catering Training Centre (HCTC) is a joint venture between IECD (European Institute of Cooperation And Development) and TBCAF (Tak Border Children Assistance Foundation). The project started in 2009 to fill the gap in educational opportunities accessible to disadvantaged youth from the Karen communities. Its mission is to promote their social and professional integration in Thai society.

Every year, the HCTC welcomes 60 to 65 border students aged 16 to 23 years old (30/35 students per year group) and trains them for 2 years in the 4 main areas of Hospitality & Catering: Kitchen, Service, Housekeeping and Bakery. To foster students' integration and independence, the HCTC provides them with useful life skills and English, enabling them to grow as responsible and caring adults who will play a role in their communities' development.

Link to Facebook: www.facebook.com/hctcmaesot/

I. MISSION

The English Trainer is ensuring the training of the English department under the supervision of the School program Manager. In addition, the (ET) is responsible for the preparation and implementation of the English Camp; a 10-day English immersion project held twice a year during the academic year. The English trainer will also cover extracurricular training related to digital, IT and English.

II. KEY RESPONSIBILITIES:

Training

- Accountable for the preparation of the training: lesson plans, teaching materials and assessment tools.
- Provide quality training in the English department as per the HCTC competence curriculum, following the pedagogical sheets for the Academic English Module (16 hours/week of classes between May and September and 8 hours/week of classes from October to March)
 - Elaborate and evaluate each student through their performances in English.
 - Innovate and readapt the existing pedagogical tools of the English department.
 - Ensure a positive and safe learning environment at all times.
 - Cover extracurricular training to improve Speaking & Listening English skills both for youth and staff.
- Cover extracurricular digital training (desirable)

English Camp

- Coordinate the overall English camp held twice a year.
- Plan the program for the 10-day English Camp: objective(s), description of the program, detailed activities and student groups.
- Plan the budget for the English Camp.
- Monitor trainers implementing and participating in the English Camp.

Education team

- Participate in teacher's meetings, class councils and academic debriefs with the whole teacher's team.
- Participate in the weekly Education Team meeting.
- Support in annual school activities, sports days, end-of-semester celebrations, rules & regulations, etc.

The instructor will be responsible for developing the teaching plan. Also, to organize, deliver, and evaluate the training of the students. Any relevant plans to foster hospitality training and education will be discussed with the Academic Program Coordinator and the School Manager. Elaboration of teaching plans, students' evaluation and attendance should be reported in weekly, monthly and semester reports.

REQUIREMENTS :

- Must possess at least 2 years of experience in teaching
- Must be highly proficient in the English language
- Must accept and integrate the Academic Manager's feedback during classroom observation sessions
- Must quickly adjust to a multicultural environment and be flexible with unexpected events or school planning.
- A degree in English language/literature or Education would be desirable
- Experience in coordination is desirable
- Highly reliable and punctual

CONTRACT CONDITIONS & BENEFITS

Local contract under Tak Border Child Assistance Foundation with full-time position and salary according to experience. New year's bonus, % depending on the organization's capacity.

12 days of annual leave + 5 bank holidays + 1 week for New Year and 2 weeks for Songkran.

Medical insurance and 1 medical check a year.

1 Meal a day during working days.

Under the supervision of the school program manager.

Starting date and duration: November 2024



At HCTC, we are committed to strict child protection and safeguarding policies that must be respected at all times. Adherence to these policies is mandatory and integral to our organization's operations.

Send your application (resume and cover letter as well as 2 professional reference contacts including email and phone number), with the reference «ET - HCTC» to lalita.spm.hctc@gmail.com, bwaylawsaw.hctc@gmail.com