

Job title	<i>Facilitator</i>
Reports to	<i>School Supervisor</i>

Job purpose

- Lesson plans, co-facilitation, field trips and other events assistance and class management.

Duties and responsibilities

- Plan, document, update, upload, and deliver lesson plans.
- Co-facilitation
- Assisting the facilitation in the deliverance of the subject materials.
- Supervising and reporting and organizing field trips and events and assisting the participation in the planning process.
- Assessment
- Prepare, design, mark, observe, and report monthly and final assessments.
- Class Management
- Meeting, communicating, reporting students' progress and attitudes and activities to parents

Qualifications include:

- Education: Faculty of Education (and/or) diploma/Masters in education; teaching or English literature.
- Specialized knowledge: having experience with primary or preparatory levels is preferable.
- Skills: organized- committed- critical thinker- fast learner- hard worker

Competencies:

- Mobility
- Awareness of Egyptian educational problems

- Flexibility
- Passion and Interest in education, research, children development and change making
- Self-motivation
- Meeting deadlines

Experience: 1 to 3 years of experience in teaching

Working conditions

- Working in the Talbeya premises.
- Being able to work on weekends occasionally.
- Working hours from 8 am to 4 pm.