



Temporary Teacher - Pre-School (English Version)

Navy Anchorage School and College Dhaka

Vacancy

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Job Context

- Navy Anchorage School and College Dhaka is looking for Pre-school Teacher (English Version). Should have very good English spoken ability.
- Location: Khilkhet Naval Area, Namapara, Dhaka-1229 (Beside Lake City Concord and opposite to Basundhara Residential Area)

Job Description/Responsibility

- Have to take the challenge of teaching in innovative ways to ensure quality of education. Performing other duties and responsibilities as assigned. Implementing day to day program under the direction of the principal. Preparing lessons, lesson plans, lecture material report, worksheets and actively involved in developing curriculum, ensuring active participation of students in classes.
- Checking student work, meeting with parents, attending training, taking part in the different activities and willing to contribute to the day to day activities and welfare of the school.
- Participating in school events.
- Loving and caring the children with joyful motivation.
- Meeting the deadlines specified in the academic calendar for submission of marks.
- Have the ability of taking Multimedia class.

Job Nature

Full-time

Educational Requirements

- Should have Masters with Honors in any subject.
- B.ED/M.ED will be given preferences.

Job Requirements

- Age 25 to 35 years.
- Only females are allowed to apply.
- Ability to understand child psychology.
- Experience in Pre-School level is preferable. Acceptable of strong English both oral and written communication skills. Should be smart & energetic.
- Cheerful and creative personality and positive attitude to children. Capable to design of the Pre-School curriculum.
- Can handle any situation when need.
- Special consideration for candidates with experience to undertake dance, music, sports activities.

Salary Range

- Salary Tk.15,000/00.

Other Benefits

- Festival allowance will be provided as per organization rule.
- Other benefits like provident fund, gratuity applicable after becoming permanent.

Interested candidates are to submit following documents with application:

- Bio-data (with mobile number).
- Attested photocopy of Academic Certificates, Experience Certificate (if any) and National Identity Card.
- Character Certificate from 1st Class Gazetted Officer.
- 02 copies of attested passport size colour photograph.

Examination will be conducted on 31 December 2017 and application to be submitted/reached by **26 December 2017** to the following address:

Principal
Navy Anchorage School and College Dhaka
Khilkheta Naval Area
Namapara, Khilkheta, Dhaka-1229

Contact Person : Imtiaz
Contact Number : 01683-687340
Email : anchoredhaka@gmail.com