

## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Head of English</b>
<b>Department</b>	:	<b>English Department</b>
<b>Report to</b>	:	<b>President</b>
<b>Reportees</b>	:	<b>English Lecturers</b>
<b>Employer</b>	:	<b>University of Puthisastra (UP)</b>
<b>Location</b>	:	<b>Phnom Penh, Cambodia</b>

### **I. Summary**

The Head of English is responsible for managing the entire English program at UP, including English provision in Foundation Year. This includes responsibility for:

- Recruiting and managing full-time and part-time English teachers;
- Developing overall curricula, learning objectives and supervising lecturer lesson plans;
- Monitoring and evaluating student learning and progress;
- Liaising with other academic departments to ensure content used is relevant to students in their areas of study;
- Managing Critical Thinking curricula, staffing and delivery
- Liaising with administrative departments to support other functions of the university and
- Providing regular reports to university management.

### **II. Duties and Responsibilities:**

The overall job description below outlines the main areas of responsibilities of the Employee:

- Work with the Heads of Academic Departments to understand the English language needs and map out learning objectives for students across all faculties
- Work with the academic departments to design and develop English curricula to support and enhance the Visions and Goals of UP
- Work with HR to recruit full-time and part time lecturers to teach English
- Work with the lecturers to develop lesson objectives, lesson plans and materials for the English programs
- Monitor and evaluate the quality of teaching of English programs
- Teach English classes as discussed and determined by the President
- Be the contact person for the University administration for all matters related to the provision of English at UP
- Raise issues and challenges to the President promptly, and provide regular progress reports to the President as required
- Attend and actively participate in Leadership, Academic Board and other meetings to understand issues and challenges in other faculties and to share challenges and progress in the English program.
- Liaise with Director of Foundation Year to ensure the Foundation Year and English programs are coherent and delivered appropriately; and support delivery of the Foundation Year program
- Support and encourage extra- and co-curricular clubs and the student Learning Lounge
- Work with the Finance department to procure necessary program materials and resources to support student learning and teacher preparation

- Work with the finance department to develop an annual departmental budget and manage the budget throughout the year

### **III. Minimum Qualifications and Requirements:**

#### **1. Experience:**

- 5 years of experience in teaching English in higher education
- Knowledge and experience in designing curriculum
- Experience in administration in an academic setting
- Experience with project management preferred

#### **2. Education:**

- Bachelor's degree
- TEFL, TESOL, or equivalent certificate
- Postgraduate Degree in Teaching and Learning or equivalent preferred

#### **3. Skills/Competencies:**

- Excellent written and verbal communication skills in English – native speaker
- Ability to manage multiple projects and establish and meet deadlines
- Proven ability to work with people from different cultures
- Ability to be creative and exercise initiative
- Strong interpersonal skills
- Understands a higher education environment
- Proficient in Microsoft Office Suite software

#### **4. Personal Quality**

- Positive attitude
- Responsible, timely and capable of independent work
- Strong communicator and good listener
- Develops strong networks and relationships with people.