

# ENGLISH INSTRUCTOR POSITIONS AT BİLECİK ŞEYH EDEBALI UNIVERSITY, TURKEY

## **JOB DESCRIPTION:**

Bilecik Şeyh Edebali University is a **state** university in Turkey and looking for English Instructors to employ at English Language Preparatory School. The instructors' duties will range from the preparation of course work, planning of classes, delivering lessons. The instructors are also expected to arrange any extracurricular activities.

## **REQUIREMENTS:**

- All bachelor's degrees (a degree from education, English, linguistics, modern languages is an asset).
- A valid Teaching Certificate (TEFL/TESOL/CELTA/DELTA) or the equivalent of a teaching license/certification.

## **ASSETS:**

- Minimum one year teaching experience (preferred, but not required).
- Native English Speaker (preferred, but not required).

## **TYPICAL RESPONSIBILITIES:**

- Planning, preparing and delivering lessons;
- preparing classroom and coursework materials, including audio and visual resources, homework assignments, and hand-outs;
- preparing and setting tests, examination papers and exercises;
- checking and assessing students' class work and assignments;
- helping students improve their listening, speaking, reading and writing skills via individual and group sessions;
- creating a vibrant teaching atmosphere;
- organising and getting involved in social and cultural activities such as competitions, parties, dinners and excursions;
- classroom management;
- basic administration (e.g. keeping student register and attendance records and etc.)

### **KEY SKILLS:**

- The prospective instructors must be able to **speak clearly** to students and must have **excellent** spoken and written **language skills** in English.
- As the students will have different backgrounds and abilities, **patience** will help deal with students who act out or have trouble following the material.
- **Planning** and **organisational** skills are desired.
- As the students' mother language is not English, the classes should be organized laying more emphasis on dialogue, role-playing and language games. In this sense, using **creativity** and imagination in the classes is critical in order to find ways to involve students into their lessons. Instructors may have to work with different learning styles to get the most out of each student.
- Creating **healthy relationships** with students and faculty.
- Having a friendly and confident manner.

### **SALARY:**

Monthly salary can range from **4,500** Turkish Liras to **5,000 Turkish Liras** based on a scale of criteria such as experience, certificates, post-graduate studies, mother tongue and further qualifications.

### **WORKING HOURS:**

Obligatory teaching hours will not exceed 20 hours per week. A considerable amount of time may also be spent on planning lessons.

### **DOCUMENTS and HOW TO APPLY:**

- Bachelor's Degree Diploma
- Teaching Certificate (TEFL, TESOL, TESL, CELTA, DELTA Other)
- Updated CV (with photo and a letter of intention)
- Proof Of Teaching Experience
- Reference Letter(s) (Preferably from a previous employer)\*

\* The original documents will be asked in case of recruitment.

Please send the CV to [yabancidiller@bilecik.edu.tr](mailto:yabancidiller@bilecik.edu.tr) If you are eligible, you will be invited for an online interview (Skype or Hangouts). Later, face-to-face interview may be required.