

## RECRUITING local contracts: CAMPAIGN 2020

**English teacher for kindergarten school  
(part time role)**

This document includes the recruitment procedure and then the job description of the vacant position.

**1/ The recruitment procedure :**

Please send your application file to both addresses : [jean-christophe.weber@lfmanille.ph](mailto:jean-christophe.weber@lfmanille.ph) and [magali.burguburu@lfmanille.ph](mailto:magali.burguburu@lfmanille.ph)

If your application is of interest for us, you will have an interview with the LFM Director of Primary school. If it turns out to be positive, you will have a second interview with the LFM HR Manager. A third interview may be organized depending on the situation.

**Acceptance of the position :**

If your application is selected, you will receive a job offer from us. You will then have 48 hours to accept it. Given this short time frame, you must be assured of your firm intention to come and work at the LFM when you send your application.

The candidate is not definitively recruited until the hiring proposal is signed by both parties.

**You will include the following document in your application file**

- Typed resume (MANDATORY)
- Typed cover letter (MANDATORY)
- Copy of diplomas mentioned in the resume
- Letter(s) of recommendation, attestation(s), certificates or any other document that can support information included in the resume
- Copy of an identity document (Passport or any other national ID) and family record book

Candidates will ensure the quality of the scanned documents and that only files in PDF format are submitted. Please specify the following in the subject line of the letter: "Application for local contract and discipline". Files must be saved in the format: NAME FIRST NAME and name of the attachment

**2/ Attractive employment conditions are offered:**

- Salary over 13 months (fixed-term contract for the school year, renewable)
- The pay scale is based on degrees, experience in the position
- Participation in health insurance, as well as retirement plan
- Paid school holidays according to the school's schedule

### **English teacher for Kindergarten**

The Lycée Français de Manille (LFM) is one of the two components of the Eurocampus (European International School), which offers three programs (French, German and English) for 700 students aged 3 to 18.

Located in Parañaque City (Metro Manila), and in Makati, the Lycée Français de Manille promotes academic excellence while developing students' critical thinking skills and autonomy.

Teaching is done from Kindergarten to Secondary school.

**We are looking for a qualified English teacher starting September 1st, 2020 for Kindergarten classes,  
Position can be based EITHER in Parañaque OR in Makati**

This is a part time role, to deliver 5 teaching sessions organized over 4 days, in the morning.

Both analysis of your application file and interviews will enable us to assess your competencies based professional skills as defined in the French reference framework of skills for teaching and education professions (BO n°30 of 25 July 2013).

As part of our international section policy, we will value your application as native English speaker. French skills, both written and oral, will be a real asset.

Graduated from Education, you necessarily have recent experience in teaching to young students, ideally from 3 to 6 years old. Teaching experience in a French or International school will be much appreciated.

You are a committed person, a team worker and have good interpersonal skills.

**In addition, we value the here under skills:**

- Adjust your teaching according to the linguistic profile of the students.
- Use digital tools to teach the subject, know how to innovate in your pedagogical practices.
- Adapt your practices to students with special educational needs (EBEP)
- Be a driving force in the field of the promotion of English and English-speaking cultures and bring your skills and dynamism to the school's projects, particularly the arts and culture area.