



Job Advertisement: Khmer Language Teachers

November 2021

School Background:

Gateway to Khmer (G2K) is a Khmer language school teaching foreigners living in Cambodia, and we are committed to providing the very best quality language and culture education available. The school offers a comprehensive learning program, highly trained teachers and regular student assessments.

We want to enable foreigners living in Cambodia to thrive, to integrate well into their new communities, to meet, work with and serve people using local language, and to do so with respect for Khmer culture.

The school opened in 2014, and our students are diverse in nationality and purpose in Cambodia. While most work for NGO's, schools, and church/ mission organisations, others work for international agencies, private businesses or simply have a personal interest in learning Khmer.

Role summary:

You will teach Khmer as a second language to students who speak foreign languages (for example English, French, Spanish, Korean etc).

Full training is given, so you do not require previous experience teaching Khmer.

You will teach students how to speak, read and write in Khmer and how to comprehend spoken Khmer. G2K teachers are mentors and guides to students in areas of culture and how to thrive in Cambodia as a foreigner. Teaching is offered in the mornings, afternoons and evenings, and are taught on a rota basis. The role will also involve lesson preparation, marking homework and various admin tasks as required.

Your students will be a variety of ages, and come from many different countries, so it is essential that you enjoy working with people, have an appreciation of different cultures and can adapt well to work with/ teach different personalities.

Responsible to:

Director of Studies

Essential duties and responsibilities – Teaching (In-person and Online):

(to be considered an outline of job role only, not a complete list of tasks and duties)

- Planning, preparing and delivering curriculum-based lessons to a range of classes and age groups;
- Preparing and setting review of lessons and homework assignments;
- Marking and providing appropriate feedback on oral and written work;
- Classroom management;
- Devising, writing and producing new materials, including audio and visual resources;
- Accompanying/ leading students on trips as part of their learning;
- Working as a team with other staff and teachers to ensure an excellent experience for students;
- Other responsibilities and tasks as deemed necessary.

Essential duties and responsibilities – Other:

(to be considered an outline of job role only, not a complete list of tasks and duties)

- Basic administration, such as keeping student registers and attendance records;
- Attending and contributing to training sessions;
- Organizing and getting involved in social and cultural activities as a staff team and also with students;
- Participating in marketing events for the school;
- Assisting students with issues and referring them to other staff where required;
- Other responsibilities and tasks as deemed necessary.

Essential skills, experience and attributes required to succeed at G2K:

- Must be an excellent communicator, and enjoy working with people;
- Strong interpersonal skills; experience listening to, understanding and meeting the needs of others;
- Customer-oriented; understanding that our students are our customers and the ability to be a part in providing the best possible customer service and learning experience;
- Demonstrated ability to maintain a professional and welcoming attitude with all students, colleagues, visitors and guests;
- Flexible and cooperative attitude; proactively identify tasks that need doing or solve problems for the benefit of students, colleagues or the school that are not specifically within their job remit;
- Attitude that is willing to learn from others;
- Ability to work as a team, and see shared goals as important;
- Commitment to G2K mission, vision and core values.

Essential skills, experience and attributes required to succeed in this role:

- Degree level education or demonstrated transferable experience and qualities that can meet job requirements;
- Good understanding of the Khmer language;
- Good level of English – reading, writing, speaking and listening;
- Ability to reflect on own teaching/ performance and have the drive to learn and improve;
- Demonstrates critical thinking and uses initiative;
- Strong organizational and planning skills;
- Strong experience and capability using standard office software is essential – for example Word, Excel, Publisher and Powerpoint. Experience with web based tools/ activities such as email, cloud-based apps and storage, online research etc would be helpful;
- Open to their own personal growth and development in the area of education.

Location: Phnom Penh (Gateway House, Street 197, Sangkat Tumnuop Teok, Phnom Penh)

Schedule: Full-time (48 hours per week contract)

Expected start date: 03 February 2021

Salary: Highly competitive

Contract: A training contract will be offered initially, with longer-term contracts offered subject to training and performance.

How to apply:

Stage 1

Register for our recruitment workshop.

How to register: Please submit the Google Form: and attach your CV.

Deadline for registration: Midday (12pm) on 01 December 2021.

Stage 2

Attend the workshop. Details are below:

Date: Friday 03 and Saturday 04 December 2021

Time: Friday: 2:00pm – 4:00pm

Saturday: 9:00am – 11:00am (please be on time and expect to be there until the end)

Location: Gateway to Khmer, Gateway House, Street 197, Sangkat Tumnuop Teok, Phnom Penh.

At the workshop you will learn more about being a teacher at G2K, and also be assessed during a number of activities.

Stage 3

Participants will then have the opportunity to make a full application, and some will be invited to attend a formal interview.

If you have any questions, please email jobs@G2K.asia or call 077 89 33 86 (office hours only)

Read more about G2K on our website: www.G2K.asia