



## MAJOR ACADEMY

### JOB DESCRIPTION – ENGLISH TEACHER

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**Position title:** English Teacher  
**Location:** Ho Chi Minh City, Vietnam  
**Starting date:** September, 2025  
**Goal:** Build and provide quality teaching lessons for students of all ages and levels within school and clients locations.

#### A. TASKS AND DUTIES

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| 1. Teaching                                      | <ul style="list-style-type: none"> <li>- Conducting teaching lessons within school and clients locations</li> <li>- Conducting all required reports to management</li> <li>- Be punctual and follow company procedures for lateness, absence and holiday requests</li> </ul>                                                                                                                                                                                                 |
| 2. Administration                                | <ul style="list-style-type: none"> <li>- Conduct oral tests to ensure students go to the correct level of study to meet their goals</li> <li>- Back up for absent teachers or any emergency cases</li> <li>- Prepare lesson plans, materials, activities</li> <li>- Score and report student performance</li> <li>- Meet with parents and or clients</li> <li>- Attend appropriate events, training or meeting</li> <li>- Complete necessary administrative tasks</li> </ul> |
| 3. Other reasonable tasks assigned by management | <ul style="list-style-type: none"> <li>- Participate in meetings, calls when required</li> <li>- Represent the school/company in appropriate events</li> <li>- Conduct training for other teachers to improve school teaching standard when required</li> <li>- Attend training seminars to improve teaching ability</li> <li>- From time to time management may assign tasks related to the function of English teacher</li> </ul>                                          |

## B. BENEFITS

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| 1. Full-time positions | <ul style="list-style-type: none"><li>- Fixed salary during School Year</li><li>- Health insurance (annual)</li><li>- Sick leave (75% fixed salary)</li><li>- Bonus for 100 teaching hours / month (if any)</li><li>- Overtime (500,000VND / actual teaching hour)</li><li>- Travel allowance (12,000VND per kilometer if exceeding 10 kilometers radius)</li><li>- Completion bonus (1,000,000VND / full calendar month – achievable at the end of School Year)</li><li>- Support to obtain business visa</li></ul> |
| 2. Part-time positions | <ul style="list-style-type: none"><li>- Competitive hourly rate</li><li>- Travel allowance (12,000VND per kilometer if exceeding 10 kilometers radius)</li><li>- Completion bonus (1,000,000VND / full calendar month – achievable at the end of School Year)</li><li>- Support to obtain business visa</li></ul>                                                                                                                                                                                                    |

## C. REQUIREMENTS

The teacher is required to provide originals of the following documents:

- University degree;
- International recognized teaching certificate: TEFL, TESOL, CELTA
- Clean criminal record
- Health check (HC – proceeded and obtained when arrival)
- Work permit (WP – proceeded and obtained when arrival)
- Temporary residence card (TRC – proceeded and obtained when arrival)

*\* All documents need to be notarized, legalized and translated at the teacher's expense.*

*\*\* The teacher is required to enter Vietnam on a minimum 3-month business visa in order to apply for a work permit. The company can assist the teacher in applying for a business visa before entering Vietnam.*