



# SMS EDUCATION SERVICES

**Job Title:** PTE Trainer – 5

**Location:** Koteshwor (Kathmandu Corporate Office) | Kalanki | Pokhara | Itahari | Janakpur | Birgunj

**Term:** Permanent | Full Time

**Salary:** Open for negotiation, inclusive of benefits.

**Special Expectations:** Availability for weekend shifts, if required, and flexibility to work across various branches of the organization.

## Our Goals:

Our mission revolves around assisting students in shaping their career paths and steering them toward the optimal direction. We excel in providing expertise in PTE (Pearson Test of English - Academic), international visa consultation, and application services. Our primary objective is to illuminate the correct route for students aspiring to study abroad. Through our endeavors, we aspire to lead students to top-tier, cost-effective, and globally accredited higher education institutions, offering unwavering support during their endeavors both within Nepal and overseas.

## Roles, Responsibilities & Requirements:

As a PTE Trainer in Nepal, your role is pivotal in helping individuals achieve success in the Pearson Test of English (PTE) Academic exam. Your responsibilities encompass guiding students through effective training, enhancing their language skills, and preparing them for successful PTE scores. The following outlines the roles, responsibilities, and requirements for this position:

### 1. PTE Training:

- Design and deliver comprehensive PTE training sessions, covering all sections of the exam.
- Provide interactive and engaging training materials that address the specific requirements of each PTE module.
- Utilize various teaching methodologies to cater to diverse learning styles.

### 2. Language Skill Development:

- Enhance students' English language skills, including reading, writing, listening, and speaking, to meet the demands of the PTE exam.

### **3. Mock Tests and Practice:**

- Administer mock PTE tests to simulate real exam conditions for students.
- Analyze test results to identify individual strengths and areas requiring improvement.

### **4. Individualized Support:**

- Offer personalized coaching to address specific weaknesses and challenges faced by each student.
- Provide constructive feedback to help students enhance their performance.

### **5. Progress Monitoring:**

- Track students' progress throughout the training program and make necessary adjustments to their learning strategies.

### **6. Motivation and Confidence Building:**

- Encourage and motivate students, fostering a positive and confident mindset for the exam.
- Provide strategies for managing stress and time during the PTE exam.

### **7. Stay Updated:**

- Keep abreast of the latest developments in the PTE exam format, question patterns, and evaluation criteria.

### **8. Communication:**

- Maintain effective communication with students, addressing their concerns and queries related to the PTE exam.

### **9. Evaluation and Reporting:**

- Conduct periodic evaluations to assess students' readiness for the PTE exam.
- Provide detailed reports on students' progress, strengths, and areas that need improvement.

### **10. Continuous Improvement:**

- Continuously improve training methodologies based on feedback and industry best practices.

## **Requirements:**

### **1. Qualifications:**

- Hold a Bachelor's degree or higher in English, Linguistics, Education, or a related field.
- Certification or training in PTE coaching or English language teaching is preferred.

### **2. Language Proficiency:**

- Demonstrate a high level of proficiency in English, both written and spoken.
- Secured at least 80 Overall and in each band in PTE test not less than 1 year.

### **3. PTE Expertise:**

- Possess a deep understanding of the PTE Academic exam, its sections, scoring criteria, and evaluation process.

### **4. Teaching Experience:**

- Have a minimum of 3 years of experience in teaching English or PTE coaching.
- Experience in designing lesson plans and delivering effective training sessions is essential.

### **5. Communication Skills:**

- Exhibit excellent communication and interpersonal skills to connect with students and provide clear instructions.

### **6. Adaptability:**

- Adapt teaching techniques to suit the needs and learning styles of individual students.

### **7. Patience and Empathy:**

- Display patience and empathy while addressing students' challenges and concerns.

### **8. Technology Proficiency:**

- Familiarity with digital learning tools and resources for conducting online training sessions.

### **9. Flexibility:**

- Be open to flexible work hours, including evenings and weekends, to accommodate students' schedules.

### **10. Passion for Education:**

- Demonstrate a genuine passion for helping students achieve their desired PTE scores and academic goals.

**11. Subject to an English placement test as part of the evaluation process.**

**What we offer:**

- An exceptional and welcoming working environment
- Possibilities for overtime along with compensated breaks
- A streamlined salary package featuring a bonus
- Provision of Provident Fund and Insurance benefits
- Allocation of paid annual leave
- Prospects for internal advancement within the organization

**How to apply?**

Kindly forward your professional resume along with a cover letter that addresses the job requirements to: [info@smseducationservices.com](mailto:info@smseducationservices.com)

If you fulfill these roles, responsibilities, and requirements and are eager to contribute to students' success in the PTE exam, we encourage you to apply for the PTE Trainer position. Please provide your resume and a comprehensive cover letter outlining your relevant experience, qualifications, and your motivation for pursuing this role. Kindly be informed that only candidates who are shortlisted will receive interview invitations. We kindly request that you refrain from making phone inquiries.

**Application Closes: 18 August 2023 (Friday) 17:00**

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