



## **ACK LANGUAGE AND ORIENTATION SCHOOL**

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### **URGENT JOB ADVERT**

#### **SUMMARY:**

The ACK Language and Orientation School Nairobi, is a Provincial institution of the Anglican Church of Kenya. It is the oldest and most authentic language school in East and Central Africa established by the Church Missionary Society (CMS) of England in 1909 as a missionary outreach centre. In 1965, it was structured into a school status to offer curriculum of various languages, with enriched Cross-Cultural Training and Orientation.

The school is seeking to recruit for the following position:

**Job Title: Head of Department (Language & Orientation)**

#### **Key requirements**

- 1.** Must be A Kenyan Citizen.
- 2.** Must be a Christian.
- 3.** Must be below 45 years old.
- 4.** Must be registered by the Teachers Service Commission.
- 5.** Must possess a Bachelor of Education Degree from a recognized University. A Master's Degree will be an added advantage.
- 6.** Must have at least two teaching subjects preferably English or Kiswahili and an International Language.
- 7.** Must have excellent communication skills.
- 8.** Must possess a certificate of Good Conduct.
- 9.** Must have over 3 years working experience in a similar position.

**The successful candidate will be expected to support the school in the Following roles:**

1. Teaching (instructing) Languages enlisted, encouraging and counselling students while offering them the necessary orientation.
2. Teaching a minimum of 5 hours a day.
3. Keeping records of schemes of work, lesson plans and registers of class attendance.
4. Issuing, invigilating and marking placement tests.
5. Setting of end of term assessments, grading, recording of marks and commenting.
6. Participating in staff meetings, school activities, organising educational trips and any other school function that you may be called upon.
7. Any other duty that may be assigned by the principal.

**APPLICATION INSTRUCTIONS:**

Qualified and Interested Candidates are required to submit their applications on or before **18<sup>th</sup> May, 2025**. Resumes and copies of certificates with a cover letter should be sent to:

**The Principal  
ACK Language and Orientation School,  
Opposite NSSF Building, Bishop's Road  
P.O Box 47429-00100 GPO Nairobi  
Email: [info@acklanguageschool.com](mailto:info@acklanguageschool.com)**

**Note:**

1. Applications will not be accepted after **18<sup>th</sup> May, 2025**.
2. Only Short-listed candidates will be contacted.
3. During the Interview Day, short-listed candidates will be required to carry the following:
  - National ID
  - 2 copies of passport photo
  - Valid Certificate of Good Conduct
  - Letter of recommendation from the church priest/Parish Vicar with an endorsement by the Diocesan Bishop.
  - TSC Certificate
  - Marriage Certificate (If married)
  - Testimonials from previous employers.
  - Original Educational/Professional certificates and their copies.