Spoken English Trainer Job Description

Career Development Centre | Puttaparthi, Andhra Pradesh

Reporting to: Director – Career Development

Role purpose

We are seeking a Spoken English Trainer to help engineering, BBA and MBA students build confident, effective communication. The trainer will deliver structured learning in listening, speaking, reading and writing (LSRW), with a strong focus on spoken fluency, intelligible pronunciation and practical communication for academic and workplace situations.

Key responsibilities

- Assess students' starting proficiency and plan lessons suited to beginner, intermediate and advanced learners.
- Deliver engaging sessions on conversational English, vocabulary, functional grammar, pronunciation, listening comprehension and reading and writing skills.
- Create regular speaking practice through pair work, role plays, discussions, presentations, storytelling and everyday communication tasks.
- Support students from regional language backgrounds with patient feedback, individual guidance and remedial practice.
- Develop lesson plans, practice materials, assignments and digital learning activities aligned with the CDC training plan.
- Conduct baseline and periodic assessments; track attendance, participation and progress in fluency, comprehension, accuracy and confidence.
- Guide students in self introductions, group discussions, interview responses, professional presentations and email communication.
- Coordinate with the CDC team and academic departments, maintain training records and recommend interventions based on student performance.

Qualifications and experience

- Master's degree in English, English Language Teaching, Applied Linguistics or a closely related discipline preferred. Graduates in English with strong teaching ability may also be considered.
- Experience in spoken English training, language teaching or communication skills development is preferred. Recent graduates with strong language proficiency and teaching aptitude are encouraged to apply.
- Qualifications such as PGCTE, PGDTE, CELTA, TESOL, TEFL or B.Ed., and experience with college students, are an added advantage.

Essential skills

Strong spoken and written English; clear, intelligible pronunciation; activity based teaching; classroom management; constructive feedback; and the ability to motivate learners with different proficiency levels. Familiarity with digital teaching tools and language assessment is desirable.

Salary and compensation

Salary will be as per AICTE norms and commensurate with performance. Salary will not be a constraint for deserving candidates with proven performance.

Application and selection

Email your latest resume to directorcdc@sseptp.org with the subject "Application for Spoken English Trainer". Include your qualifications, training experience, current location and availability to join. Shortlisted candidates may be invited for an interaction and a teaching demonstration.

Contact: Nagaraju Rayapati | Director - Career Development

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