

Position: EFL Core Teacher

Full time, fixed term (9 months). Immediate start.
£17,700 - £19,100 per annum

Application deadline: 24.01.16

The post holder will become an essential member of a small but busy academic team. They will primarily be employed to teach young learners aged 11-18 throughout the year who come to England for short stay English courses. When not teaching they will help with administrative and academic tasks laid out and supported by the Director of Studies and Senior Teacher. We have 9 British Council areas of strength, including course design and learning resources which are all prepared in-house, the successful applicant will be expected to help retain and grow on these achievements.

Teaching

- Teaching General English to young learners (11-18) and some ESP and exam courses including adult evening classes if required. An average of 20 hours contact time per week.
- Liaising with other members of the teaching team and Director of Studies in discussing the needs of the students, preparing suitable materials and lessons.
- Planning appropriate lessons for no more than one hour per day if deemed required.
- Completing all paperwork related to each class as laid out in the Teachers' Handbook and keeping this information up to date.
- Conducting first day placement testing and invigilation when necessary and marking placement tests when required.
- Regularly attending short meetings at reasonable times.
- Travelling and working short term (1-4 weeks) in local state schools with integration students, liaising with agents, school staff and The English Experience
- Providing pastoral care to students at all times and if appropriate report any student welfare concerns to the Welfare/Safeguarding Officer.
- Substituting for other teachers in case of absence as agreed with the Director of Studies.
- Understanding and adhering to the Teachers' Code of Conduct as laid out in the Teachers' Handbook.

Administration

- Assisting with general Teaching Dept. administration including filing, collating information and helping develop new systems.
- Collaborating with the preparation of all materials in advance of visiting groups; ensuring that all necessary paperwork has been prepared, (tests, course reports, feedback forms, etc.)
- Helping to prepare in-house course materials under supervision
- Preparing and implementing documentation for any official inspections
- Offering administration and teaching support to teaching staff.
- Be involved in continual company promotion, including formal publicity and social media

- Helping to maintain good working relations with other departments and colleagues
- Understanding and adhering to the code of conduct as laid out in the Staff Handbook
- Any other duties as required by the Director of the English Experience

On Call Duties (Additional payment is made to undertake on call duties)

- Carry the on call phone and deal with out of hours queries (at any time) from students, foreign leaders and homestay hosts
- To be carried out on a rota basis, usually for one week in every four. Less is required during the winter
- Remain at the school for an additional 15 minutes on the first day of a new group to ensure all students depart safely
- Meet arriving and departing groups; ensuring all students are safely matched with their homestay hosts
- As well as holding the on call phone, duties include:
 - supervising student discos
 - meeting groups on arrival
 - overseeing group departure