

**Position: EFL Core Teacher**

**Part time, fixed term (6 months). 1 February 2023 – 1 September 2023**

20 hours per week

Application deadline: **20 January 2023**

**Salary: £24,000 pa pro rata**

The post holder will become an essential member of a small but busy academic team working from 8:30 -17:00. 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. 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.
- Liaising with other members of the teaching team 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
- 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.

## Person Specification: Core Teacher

Criteria	Essential	Desirable
<b>Education, experience and achievements</b>	<ul style="list-style-type: none"> <li>• Educated to degree level.</li> <li>• Recognised CELTA/Trinity ELT qualification</li> <li>• Minimum 1 year teaching experience, preferably with young learners</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience in a comparable professional role</li> <li>• Experience working with teenagers</li> <li>• Experience in course writing and development</li> </ul>
<b>Skills, knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Excellent time management skills</li> <li>• High level of competency in IT, particularly Word, Excel and Outlook</li> <li>• Confidence to plan independent lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence and access to own vehicle</li> <li>• Experience using desktop publishing software (Microsoft Publisher)</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work well and remain calm under pressure</li> <li>• Ability to be flexible and adapt to changing needs</li> <li>• Organised and methodical</li> <li>• Ability to work well independently without close supervision, as part of a team with a shared goal</li> <li>• Ability to exercise judgement in making decisions (following established procedures) or referring to others.</li> <li>• Maturity to offer support and understanding to others</li> <li>• Excellent level of accuracy and attention to detail</li> <li>• Willingness to contribute to all aspects of the day to day running of the office</li> </ul>	<ul style="list-style-type: none"> <li>• Drive to learn and develop within a small team environment</li> </ul>