



## Job Description EFL Teacher

**Line Manager:** Director of Studies (DoS)

**Line Manager Reports to:** Academic Director

**Purpose:** To provide quality tuition as a member of the Greenwich International Education teaching team, enabling the learners to progress and develop their English language skills and to strive to provide a positive, supportive and safe environment for every student.

### Responsibilities:

1. Teach general English classes following the summer syllabus
2. Plan lessons with clear aims.
3. Prepare and produce materials for class
4. Carry out teaching related administration
5. Support the safety and well-being of students
6. To participate fully in the academic and social life of the centre

### Lesson Planning:

At the start of each week complete a weekly planner detailing main aims and materials to be used for each lesson in cooperation with their teacher buddy in order to make sure there is no repetition of lesson material and the lessons are consistently of a high quality.

### Staff

Teachers will need to participate in feedback sessions with colleagues and the Academic Director/DoS regarding peer/developmental/assessment observations and any teaching development session as required.

### Main tasks

1. Complete weekly planners that have clear aims and are related to your classes aims either in relation to our syllabus, the CEFR 'can-do' lists or an examinations syllabus depending on the classes you are teaching.
2. Plan and teach lessons of a high standard considering the needs of the students and standards expected as detailed in the Teachers Handbook.
3. Ensure each week features a range of aims including new language, skills work, vocabulary and pronunciation plus a focus on British life and culture.

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4. Ensure students are well prepared for carrying out the end of course presentation when teaching general English lessons.
5. Liaise with colleagues when class sharing.
6. Set and mark homework (out of class presentation preparation) regularly.
7. Ensure students' progress is the main priority and is carefully monitored as per school guideline, using weekly progress tests, tutorials where required and reference to CEFR lists.
8. Develop students' study skills and offer them guidance on how to progress as independent learners when not in school.
9. Identify specific language problems and needs of individual students.
10. Liaise with the Academic Director/DoS regarding any students who may need to change classes
11. Cover the teaching of other classes in the event of teacher absence or sickness where required

## **Employment related duties**

1. Working positively as a member of the school team.
2. Attend weekly staff meetings and any other meeting as required.
3. Be punctual and always start and finish classes as per the lesson times.
4. Observe copyright laws when copying material for class.
5. Never to take students off site or out of class without gaining permission first.
6. Keep your classroom clean and tidy
7. Not to remove materials from school without gaining permission first.
8. Follow the fire regulations of the school and in the event of a fire adhere to the school's procedures.
9. Be professional at all times.
10. Dress appropriately (smart casual; no shorts/sandals).
11. Inform the school of any change in address or telephone number.
12. To always contact the school in good time if ever unable to come in due to illness

## **Administration**

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1. Complete registers, reports, weekly planners, records of work tutorial forms and lesson plans for observed lessons whenever required and ensure they are submitted when requested.
2. Distribute school questionnaires (early course and end-of-course feedback) and ensure collection as directed by the Academic Director/Director of Studies.
3. Report any persistent lateness or absence of students to the Academic Director/Director of Studies
4. Direct any students who have queries regarding class changes, holidays, fees or extensions to the relevant staff.

## **Student Welfare**

1. Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour.
2. Maintain safety of all students at all times within the school environment, prepare risk assessments where necessary.
3. Act in accordance with school's child protection and PREVENT policies, monitoring and reporting on student welfare when appropriate.
4. Provide a warm and supportive environment in school at all times.
5. Assist students with any issues.
6. Report any student problems to the Academic or Operations Director
7. Positively promote the school's equal opportunity, safeguarding, anti-bullying and prevent policies.
8. Safeguard the mental and physical welfare of all students.
9. Promote core British Values and challenge when inappropriate views are expressed.

## **Rates of Pay**

Rates of pay will be detailed in your job offer. Salary is paid monthly in lieu.

All staff have a duty of care at all times. There are times on campus when students are not directly supervised (having lunch, walking to and from the residence, chatting with friends, etc.), but this duty of care means that staff must remain vigilant during these non-teaching and non-activity times, so that any behaviour which might lead to harm of the individual or those around him/her can be stopped or reported.

## **Training**

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All staff are requested to attend the training sessions in London. Full details of the training sessions will be sent at a later date.

In addition, all staff will receive a job-specific manual, detailing their role and company procedures. All staff are required to read and understand their manual fully and implement the procedures contained within.

## **Safer Recruitment Policy**

Greenwich International Education operates a strict safer recruitment policy and all staff will have checks made on their suitability to work with children.

All applicants will be required to supply an up-to-date CV (any gaps in employment history must be explained satisfactorily) and the contact details of 2 suitable referees (including former employers) which will be checked prior to employment. The referees will be asked specifically about your suitability to work with children.

All employees will be required to undergo an Enhanced DBS (Disclosure & Barring Service) check unless they provide details of their DBS Update Service subscription. Appropriate local police checks will be required from applicants living overseas.

All employees will be expected to provide proof of identity and all relevant qualifications (originals only) - copies will be taken for our records.