



Title of Post: Non-Residential/Residential English Teacher (EFL)

Reporting to: The Director of Studies (DOS)
Centre Director

Responsible for: Students

Working Timetable: Usually Six Days a week

Please note that due to the logistics of the employment, you may be required to be moved to another centre where extra staff are required. Only in this case will we cover all the travel expenses that may be incurred.

Purpose of the Job/Principal Duties

Provide quality teaching and engage students into lessons through a variety of activities and tasks. To provide an environment which increases the use of the English Language in lessons. Summer centres are very busy places and there may be duties to perform in addition to those detailed below:

Teaching and Related Duties.

- To provide EFL teaching at a range of levels indicated by the DOS.
- To provide a variety of teaching activities appropriate for student learning needs to support the tasks students need to complete in the Task book provided.
- To provide off site if required as EFL duties as indicated by the DOS/Academic Management Team.
- Liaising where necessary with Excursion Leaders and/or Co-ordinators to ensure integration of extra-curricular activities into EFL teaching sessions, by appropriate preparation and follow-up work, wherever possible making use of relevant literature and material.
- Leaving classrooms secure and tidy after use and returning any borrowed equipment.
- To ensure suitable and adequate preparation of all teaching.
- To provide cover teaching when required to do so.
- Assisting with placement and other testing in liaison with the Academic Manager/DOS.
- To co-ordinate with the DOS/ADOS to implement the "British Experience" into lessons if required.

Administrative Duties

- To prepare, carry out, mark and record progress marks in line with departmental policy.
- Maintaining complete and up-to-date records related to your teaching i.e. lesson plans and work covered.
- Preparing student reports and/or course reports within agreed deadlines.
- To understand and work with the policies and procedures in place.
- To complete registers and record accurate and complete attendance of students.
- To complete the records of work, outline the work covered and record homework in appropriate detail.
- To liaise with the administration staff in order to ensure the accuracy of student data.
- To assist and support with completing student feedback forms when necessary.

In the Classroom/On an Excursion/During an Activity/At the Centre

- To motivate students to improve their learning skills.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.
- Informing your line manager of any absences from your class immediately.
- Leaving classrooms secure and tidy after use and returning any borrowed equipment.
- To report any damage to any classroom as soon as it is noticed.

Student support

- To liaise with the management team about any issues which may be affecting students' safety, wellbeing and academic performance

Planning and Resources

- To attend, assist and take an active part in training days
- To take responsibility for maintaining teaching resources and premises.
- To help develop, advance and expand teaching resources.

Teacher Development

- To receive guidance on and actively seek professional development to improve teaching skills.
- To attend, assist and take an active part in teacher training days.
- To collaborate fully in Go Languages Worldwide's teacher observation procedures.

Qualifications/Experience

- To hold a minimum of a CELTA qualification or equivalent.
- A degree or equivalent qualifications/experience.
- Experience of Teaching EFL Classes.
- Senior Academic Staff will normally hold a DELTA qualification or equivalent.
- They may teach a full EFL timetable or a reduced timetable with other responsibilities.

Staff Induction

- To attend a staff induction and take an active part in discussion and feedback.

Personal Development CDP

- All staff are observed in the first week of employment & have appraisals and goal setting tasks.
- You need to be able to set yourself goals that you would like to work on during your time with Go Languages.
- Weekly training or feedback sessions.

Health & Safety

- To comply with all health and safety procedures as required by the Company.
- Being aware of relevant fire, health and safety issues in the classroom and around the centre and during excursions.
- A First Aid qualification is desirable. If you have such please make sure a copy of your certificate is available.

Child Protection & Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, Go Languages Worldwide Safeguarding Policy.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.

Go Languages Reputation & Code of Conduct

- To actively support Go Languages Worldwide in its mission to provide quality learning.

- To provide courses that will challenge the students (realise their potential) and work together to reach their academic targets and support them.
- To comply with management requests to follow the guidelines of external organisations such as British Council in a timely and accurate manner.
- To be dressed in a presentable professional way and always start on time and if this is not possible to inform your manager as early as possible.
- Develop a good rapport with the students and Group Leaders and avoid absences as much as possible.
- There is a specific list of what code of conduct we expect from all staff members in our Staff Handbook.

Go Languages Worldwide Equal Opportunities Statement

- Our Equal Opportunities Policy states: - “In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.
- The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.”

Person Specification for**Non-Residential/Residential English Teacher (EFL)**

- Be experienced and inspirational as a classroom teacher
- Be able to communicate clearly and persuasively, both orally and in writing, with staff, students and group leaders alike.
- Be passionate about driving up standards in teaching and learning
- Be very well-organised and extremely hard-working.
- Be able to work accurately and calmly, and show resilience, when under pressure.
- Be patient, determined and enthusiastic.
- Be prepared and able to initiate and manage change, where necessary.
- Be devoted to the educational needs of the individual student.
- Be committed to continuing personal and professional development.
- Display absolute commitment to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children.
- Be proficient in the use of information technology.
- Act at all times as an outstanding ambassador for the school.
- Be willing and able to contribute to the wider extracurricular and pastoral life of a summer school.

Compensation

Teachers; Competitive gross salary depending on the experience of the applicant + holiday pay accrued £45 weekly deduction fee for full board & accommodation for residential teachers