

## **Job Description: English Language Teacher**

<b>Responsible to</b>	Teaching Manager
<b>Location</b>	UK Wide
<b>Hours</b>	17.5 – 35 hours per week (Monday to Friday)
<b>Salary</b>	£250 - £500 per week, depending on hours taught
<b>Duration</b>	2 – 9 weeks in June/July/August

### **Main purpose of job**

To deliver stimulating and communicative lessons following the International Quest Syllabus.

### **Duties will include**

- Attending an induction training session before the course starts or on arrival at the centre
- Following the IQ syllabus and using the materials you have been given (text books, syllabus and lesson guidelines) in a communicative method
- Helping with placement and grouping of students
- Preparing students for Trinity GESE exams
- Reporting to the Teaching Manager and cooperating with the Centre Director, any senior academic staff, International Quest head office staff and British Council inspectors
- Attending staff and progress meetings as and when required
- Completing a class register for each class with records of student attendance
- Assisting with the completion of course certificates and attending the award ceremonies
- Reporting student absences or sickness to the Centre Director's representative at the beginning of each lesson
- Notifying the Centre Director or Teaching Manager of any persistent misbehaviour
- Helping ensure that all aspects of the programme, both academic and social, run smoothly and efficiently
- You will be observed at least once during your contract for quality control and professional development
- Dressing smartly and behaving professionally at all times
- Leaving classrooms clean and tidy at the end of each lesson
- Making sure that books, CD's, CD players and any other teaching materials are returned to the Teaching Manager at the end of each teaching day

### **Requirements**

#### **Essential (Please do not apply if you do not meet these requirements):**

- First Degree
- CELTA or Trinity TESOL or (PGCE in English and MFL may be considered)
- Native or native level English speaker
- Clear and confident communication skills
- Ability to be flexible and adaptable
- Ability to motivate and encourage

#### **Desirable:**

- At least 2 years teaching experience
- Previous experience of working in a summer school
- Previous experience working with minors
- Knowledge and experience of Trinity GESE exams
- Excellent organisation skills and attention to detail
- Strong time management and planning
- Proven ability to work well in a team