



JOB DESCRIPTION

Job Title	EFL Teacher
Department	Language & Activity Programmes – Young Learners
Reports To	Director of Studies
Role	Development, delivery, and support of academic programmes in line with agreed standards and policies
Main responsibilities	<ul style="list-style-type: none"> • Plan, prepare and teach lessons for the classroom and study tours: select and sequence appropriate materials, resources and approaches according to the course type and learners'/sponsors' expectations/needs; • Assess and provide relevant and timely feedback on achievement, progress, and developmental needs to students, academic and other managers/colleagues, including student records, end of course certificates and reports; • Set, evaluate, and mark students' course work, homework and other assignments as appropriate; • Administer and mark placement tests; carry out a range of formative and summative assessments as appropriate; • Complete associated administrative tasks as directed and assist with the unpacking and packing of resources; • Induct students appropriately; provide academic advice, counselling, educational guidance, and tutorial support to students, including individual learning plans as directed; • Supervise students' attendance and behaviour as appropriate; • Develop materials and resources, and undertake other academic project work as directed; • Evaluate and provide relevant, timely reports. Give feedback on materials, courses and lessons to academic and other managers/colleagues as required; • Attend academic, departmental and school meetings when required, and attend/deliver INSET sessions as directed; • Supervise and accompany students on excursions ensuring their safety and welfare at all times; • Organise, teach and/or supervise sports and activities as required; ensure that all sports and social activities are appropriately supervised and maximum safety precautions are taken; • Encourage students to participate in all sports and social activities; • Carry out pastoral duties including meal and house supervision; • Carry out duties associated with arrival and departure days including airport duties and welcome events; • Adhere to the standards and procedures detailed in the Staff Handbook; • Deal with student issues/emergencies as and when they arise; • Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with during your period of employment.
General	<ul style="list-style-type: none"> • Actively promote Bell International's full range of training services to students by acquiring an up-to-date knowledge of Bell products and services and referring potential prospects to the appropriate Market Development Manager; • To adhere to all statutory regulations and to Bell policies and procedures; • To undertake any reasonable duties as required.
Compiled by	Head of Language & Activity Programmes
Date	2009

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of the Trust.



PERSON SPECIFICATION

EFL TEACHER

	ESSENTIAL	DESIRABLE
Education Level	<ul style="list-style-type: none"> • Degree or equivalent 	
Professional/Technical Qualifications	<ul style="list-style-type: none"> • CELTA or equivalent 	PGCE Delta qualified
Experience	<ul style="list-style-type: none"> • Teaching experience including Young Learners • Experience producing academic reports • Experience producing teaching & learning materials 	<ul style="list-style-type: none"> • Working in residential summer school for Young Learners • Teaching project-based courses and/or task-based learning • Working with single and mixed nationality groups • Knowledge of health and Safety legislation etc. • Using technology to support teaching and learning e.g. Interactive Whiteboard, digital camera, digital videos
Personal Skills/Qualities	<ul style="list-style-type: none"> • Leadership skills • Communication skills • Interpersonal skills • Time management / able to multi task & work to deadlines • IT literate • Ability to work under pressure 	<ul style="list-style-type: none"> • Interest in activities e.g., sports, art, drama and/or music
Special Requirements		<ul style="list-style-type: none"> • Child protection training • First Aid • Full driving licence (to drive minibus)