

Job Description

Job Title	EFL Trainer
Centre	King Saud University, Riyadh
Reports to	Academic Coordinators
Works with	EFL Trainers

Main Responsibilities

- Teaching up to 25 hours per week, plus cover is required.
- Preparation of lessons.
- Marking of homework and class work.
- Preparation, administration and marking of placement, progress and achievement tests.
- Assessment and reporting of student performance.
- Development of supplementary materials for core syllabuses or for special courses.
- Attending staff meetings and/or workshops arranged by senior staff.
- Assisting with the running of public examinations.
- Playing a full and active part in the life of the University.

General

- To work irregular hours on occasion .
- To dress appropriately at all times.
- Adhere to all statutory regulations, and King Saud University policies and procedures.
- To protect at all times the confidentiality of information.
- Any other duties required by the Academic Manager.

Created by Obeikan Education
Date January 2010

This job description is not to be regarded as exclusive or exhaustive. It provides broad guidance on the performance of your duties and does not form part of your contract terms. Like all job descriptions, it will be amended from time to time in the light of the changing needs of the University.