

JOB DESCRIPTION

JOB TITLE		REPORTING TO
EFL Teacher Young Learners		Director of Studies

BACKGROUND

SKOLA English in London offer English language courses and activity programmes to learners of all ages in London. The schools are accredited providers under the Accreditation UK (British Council) scheme and members of English UK.

AIMS OF THE POST

To provide a high quality educational and cultural experience to our students with particular reference to integrating and connecting all aspects of the social and cultural programmes with the learning experience.

HOURS OF WORK

8.45 to 17.00 Monday to Friday
8.30 to 17.30 Saturday when required

PLACE OF WORK

Main office: 27 Delancey Street NW1 7RX
Additional summer school sites:
ORT House 126 Albert Street NW1 7NE
Cecil Sharp House 2 Regent's Park Road NW1 7AY

DUTIES AND RESPONSIBILITIES

- Arrive on time and remain at school for the duration of your contract hours. You must not leave students unsupervised if according to your timetable, you are responsible for them.
- Teach minimum 15 hours per week.
- Supervise excursions and activities and sport when necessary. Ensure that you have, and have read and understood, all the relevant information for each activity session, including lists, equipment, itineraries maps and risk assessments. Attend a pre-excursion briefing. Lead and guide students on the activities whilst ensuring their safety and enjoyment.
- Supervise weekend excursions as appointed by DOS/ADOS.
- Supervise students during breaks and lunch as appointed by DOS/ADOS.
- Notify the DOS at the earliest practical stage, but not later than 2h before due to start work, of any expected absence and provide an outline of work to be undertaken by the students during absent period.
- Prepare for lessons thoroughly and keep updated records of all the work covered.
- Keep updated records of students' progress, attendance and class work records. Check the register before you start teaching and report any absences to the appointed person.
- Complete a final assessment form for all students during the afternoon prior to their final day on the course and email it to the Director of Studies.
- Prepare lesson plans and schemes of work to be monitored by DOS/ADOS as and when requested.
- Attend weekly administrative staff meetings with the management team.
- Attend any teacher development meetings arranged by DOS/ADOS.
- Prepare a lesson plan and separate set of materials for Director of Studies or Assistant Director of Studies when being observed.
- Adhere to school policy when disciplining students and refer serious cases to the management team.
- Cover for absent colleagues when requested by DOS/ADOS.
- Take an equal share in ensuring that there is good order throughout the school.
- Have due regard to all aspects of health and safety.
- Perform actively all supervisory duties and be generally vigilant, and in *loco parentis* at all times during the school day/school activities.
- Know your way around the school building, including the location of the first aid box and fire exits.
- Get to know the other staff in the school and what their positions of responsibility are. Identify the first aid officer, registrar and welfare officer.
- Participate in the staff induction
- Induct new students who join your class on their first day: students receive a general induction to the school on their first day, but this will not include procedures which are specific to your class. Teachers are also expected to double-check information which students receive in their initial induction - nervousness or limited knowledge of English may lead to a lack of understanding first time round. You should accompany new students to reception and ensure that they understand how they are getting home at the end of their first day.
- Assist with placement testing when necessary
- Report any strange behaviour on the part of your students to DOS/ADOS/other colleagues, particularly if abuse or bullying of any kind are suspected.
- Be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the school is promoted and safeguarded and report any child protection concerns to the Principal/ Director of Studies
- Complete online Safeguarding training before starting work and provide DOS the certificate (unless provided at interview)
- Be familiar with all of your students' details as listed in your class register - i.e. whether they are in accommodation with a host family, their going home arrangements, whether they have consent to leave school at lunch time and their course dates. Report to DOS/ADOS/School Administrator any problems arising in relation to these details - e.g. if a student becomes unhappy with his/her host family, or the mini-bus fails to collect a student on time, etc.

- Check daily that your classroom is tidy and that nothing has been damaged or is missing. Anything damaged or missing should be reported to DOS.
- Observe the school’s routines and procedures and act in accordance with the Teacher’s Handbook and notices or announcements made by school management.
- Liaise with parents/ guardians/ group leaders when necessary
- Maintain a high standard of dress, courtesy and professional relationships with all colleagues, students, parents and interested parties.
- Show full respect for the cultures and backgrounds of all students, parents and colleagues.
- Observe the EIL no smoking policy.
- Undertake any exceptional duties which arise in connection with the welfare of our students. The following are examples of occurrences where staff become involved in duties outside their normal work:
 - Accompanying a student who has to attend hospital/doctor’s surgery.
 - Accompanying students on public transport.
 - Sitting with a student who is unwell.
- Apply common sense to the above and undertake any reasonable demands not mentioned above.

PERSON SPECIFICATION

Essential	Method of assessment	Desirable	Method of assessment
QUALIFICATIONS			
<ul style="list-style-type: none"> • First degree • TEFLI certificate in ELT/ TESOL (e.g. CELTA, Trinity TESOL or equivalent)* 	A/ I A/ I	<ul style="list-style-type: none"> • Diploma in ELT/ TESOL (TEFLQ)/ PGCE in TESOL • YL initiated teaching qualification • Evidence of further personal and professional development • First aid qualifications 	A/ I A/ I A/ I A/ I
KNOWLEDGE			

<ul style="list-style-type: none"> • Sound knowledge of the linguistic systems of English and ability to model both spoken and written English appropriately • Up-to-date knowledge of developments in the ELT profession • Understanding of other cultures • Understanding of equal opportunities policies 	<p>A/ I</p> <p>A/ I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> • Local knowledge of London • Knowledge of safeguarding • Knowledge of conducting placement tests 	<p>A/ I</p> <p>A/ I</p> <p>A/ I</p>
---	---	---	-------------------------------------

EXPERIENCE

<ul style="list-style-type: none"> • Experience of preparing and teaching English as a Foreign Language lessons (also gained during the CELTA course) • Experience of lesson planning, keeping records and writing assessments of students' work 	<p>A/ I</p> <p>A/ I</p>	<ul style="list-style-type: none"> • Experience of teaching Young Learners • Experience of working in a summer school • Experience of teaching English at different proficiency levels • Experience of working with mixed nationality groups • Experience of using different teaching materials • Experience of preparing own teaching materials • Experience of leading/ supervising activities and excursions 	<p>A/ I</p> <p>A/ I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A/ I</p>
--	-------------------------	--	---

SKILLS

<ul style="list-style-type: none"> • Native Speaker level in written and spoken English • Ability to plan, organise and deliver a range of ELT activities for Young Learners • Good classroom management skills • Ability to lead/ supervise activities and excursions • IT skills • Excellent time management skills 	A/ I I I I A/ I I	<ul style="list-style-type: none"> • Additional skills like sport/ drama/ art/ music 	A/ I
PERSONAL ATTRIBUTES			
<ul style="list-style-type: none"> • Punctuality • Flexibility • Ability to work under pressure • Ability to work in a team • Strong commitment to child protection and safeguarding • Reliability • Motivation 	I/ R I/ R I/ R I/ R I I/ R I	<ul style="list-style-type: none"> • Commitment to professional development 	

Methods of assessment: A – application, I – interview, R – references

*The qualification needs to be externally validated by a reputable examination body, contain at least six hours supervised teaching practice and at least 100 hours of ELT/TESOL input. We do not accept long distance or online certificates.