

EFL TEACHER

Young Learners (9-17 year olds)



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Job Description

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management.

Job	EFL Teacher (Non-Residential)
Location	SKOLA Regent's University (Inner Cir, London NW1 4NS, United Kingdom)
Dates	17 th of June – 31 st of August 2024
Salary	£550 - £750 per week.
Induction	One full Saturday before course date plus additional days (TBD)
Contract	11-week contract
Reporting to	The DoS/ultimately the Principal
Purpose of the job	The overall purpose of this role is to provide a high quality educational and cultural experience to Skola English students with particular reference to integrating and connecting all aspects of the social and cultural programmes with the learning experience. EFL Teachers should always remember that they have a duty of care for students at all times even if they are not scheduled to be working.

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Duties and Responsibilities

Key areas of accountabilities	Main duties and responsibilities to support achieving accountabilities
Overall Responsibilities	<ul style="list-style-type: none">• EFL Teachers are responsible for planning and delivering a course of dynamic and effective lessons which are appropriate to student needs and interests as well as course requirements. The teaching is required to be conducted in a student-centred style while maximising opportunities for students to communicate in English, and to have significant linguistic input.• Deliver each class with energy and enthusiasm, linking lessons with the weekly theme and excursions; aim high and provide a learning process that is both challenging and engaging,• Provide students with constructive feedback and evaluations, helping them develop their linguistic skills.• Establish effective and positive relationships with students based on mutual respect and the recognition of the individuality of each student.• Provide guidance and support to students, helping them enhance their knowledge and understanding of English and meet their learning goals.• Supervise excursions as appointed by DoS/ADoS. 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.• Actively work towards creating a harmonious, supportive and productive working relationship with staff across all areas of Skola English.• Act as a positive role model for students at all times.• Deal sympathetically and effectively with student requests for information and assistance.• Teach a minimum of 15 hours per week.• Complete required administration documents, such as registers and records of work, accurately, fully and on time.



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	<ul style="list-style-type: none">• Be open to observations of your teaching from academic management and others, including peer and agent observations. Attend an observation feedback session after managerial teaching observations.• 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.• Attend scheduled staff meetings by the DoS team and an exit interview at the end of your contract.• Attend weekly administrative staff meetings with the management team.• Show an active interest in professional development by attending or presenting at teacher development seminars or demonstrating involvement in other developmental activities such as peer observations.• Read all relevant Skola English policies related to the role.
Health and Safety, Safeguarding	<ul style="list-style-type: none">• Be alert to issues of safeguarding and 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.• Act in accordance with school's child protection policies, monitoring and reporting on student welfare when appropriate.• Have due regard to all aspects of health and safety.• Complete online Safeguarding training before starting work and provide DoS with the certificate.• Contribute to the safeguarding of all students and deal sensitively and professionally with any student welfare issues.• Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour.• 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:<ul style="list-style-type: none">A. Accompanying a student who has to attend hospital/doctor's surgery.B. Accompanying students on public transport.C. Sitting with a student who is unwell.D. Apply common sense to the above and undertake any reasonable demands not mentioned above.



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	<ul style="list-style-type: none">• Take an equal share in ensuring that there is good order throughout the school.• Follow the student disciplinary procedure and merit system to manage student discipline effectively and incentivise students to learn.• Supervise students during breaks and lunch as appointed by DoS/ADoS.• Adhere to school policy when disciplining students and report any strange behaviour on the part of your students to DoS/ADoS/other colleagues, particularly if abuse or bullying of any kind is suspected.• Know your way around the school building, including the location of the first aid box and fire exits.
School Operations	<ul style="list-style-type: none">• Perform actively all supervisory duties and be generally vigilant, and in <i>loco parentis</i> at all times during the school day/school activities.• Prepare a pleasant and inviting classroom environment and return your classroom to its original condition at the end of use.• Protect the property and equipment belonging to SKOLA and the host centre, maintaining security and avoiding loss and/or damages in the schools. Anything damaged or missing should be reported to DoS.• 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 the first time round. You should ensure that they understand end-of-day procedures.• To undertake essential administrative tasks such as keeping up to date records of work, classroom registers, lesson plans etc. as directed by the Director of Studies in accordance with British Council requirements.• 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 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.• Carry out duties associated with the transfer of students on arrival and departure days as required by the Principal.• Observe other school's routines and procedures and act in accordance with the Staff Handbook and notices or announcements



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	made by school management.
Assessment and Tracking	<ul style="list-style-type: none">• Ensure student workbooks show clear evidence of learning and will make a positive impression on parents viewing them.• 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.• Create weekly progress tests and share them with the Director of Studies. Keep records of the students' scores to inform the tutorial focus.• Write an individual, (personalised) and constructive end-of-course report for each of your students.
Other Responsibilities	<ul style="list-style-type: none">• 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.• Actively encourage students to take part in the non-classroom programme.• Ensure that all aspects of the programme run smoothly and safely.• Cover for absent colleagues when requested by DoS/ADoS.• Prepare lesson plans and schemes of work to be monitored by DOS/ADOS as and when requested.• Prepare a lesson plan and separate set of materials for the Director of Studies when being observed.• Participate in the staff induction.• In the case that you are not required to teach during contracted teaching hours, assist the academic management with tasks as required.• For teachers who are returning to work at our summer school, provide support and guidance to help new teachers adapt to their role, sometimes by being paired with a new teacher as a teaching buddy.• 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 the absence period.• Show full respect for the cultures and backgrounds of all students, parents and colleagues.• Liaise with parents/ guardians/ activity leaders when necessary.• Maintain a high standard of dress, courtesy and professional relationships with all colleagues, students, parents and interested



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	<p>parties.</p> <ul style="list-style-type: none">• Carry out any other duties as may be reasonably assigned by the Central Manager, Principal or DoS.
Personal Qualities	<ul style="list-style-type: none">• Respect for all members of a school community, irrespective of position, gender, age and ethnic background.• Conscientious and organised with a high regard and understanding in educating international Young Learners.• Passionate about teaching and a strong commitment to holistic education.• The ability to inspire staff, students and parents through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes.• A positive and solution-focused attitude to working life.• Highly motivated, ambitious and collaborative.• Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them.



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Qualifications, Education and Training	Essential	Desirable
Educated to degree level or NQF Level 6 or equivalent.	x	
Proficient speaker of English (IELTS 9).	x	
Current Cambridge CELTA/ Trinity TESOL Certificate, PGCE or equivalent.	x	
Cambridge DELTA, Trinity DipTESOL or level 7 equivalent		x
Experience, Skills and Knowledge		
Previous experience working with Young Learners	X	
Experience of working with mixed nationality students	X	
Knowledge and experience of other cultures	X	
Teaching position on similar Young Learner courses	x	
Experience of leading/supervising activities and excursions		x
Experience of lesson planning, keeping records and writing assessments of students' work	x	
Good classroom management skills	x	
Personal Qualities		
Commitment to professional development	x	
Ability to work flexibly and as part of a team	X	
Ability to work under pressure and to deadlines	X	
Good IT skills		x
Confidence to take initiative and work autonomously	X	
Commitment to providing a quality service to clients		x
Ability to speak other languages		x
Special requirements		
Satisfactory DBS check/ Police Check.	x	
First Aid qualified		x
Child protection training		x



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