



## TEACHER (FIXED-TERM) Job Description

Reporting to: Academic Manager  
Hours per week: As per FTC contract  
Last review: April 2023

This Job Description outlines your duties and responsibilities and forms part of your contract of employment. It is not exclusive or exhaustive and teachers will be required to undertake such other duties as may reasonably be requested. All teachers are expected to be co-operative, flexible and professional within the needs of ELC.

### 1. Hours

1.1 When teaching: to be available on site at least 15 minutes before and up to 15 minutes after class.

### 2. Teaching

- 2.1 To teach English as a Foreign Language to classes on a range of ELC courses, as required.
- 2.2 To prepare lessons conscientiously.
- 2.3 To set and mark homework as per course guidelines.
- 2.4 To liaise with other teachers as necessary.
- 2.5 To promptly report any problems to the appropriate person (e.g. Academic Managers, Accommodation & Welfare Officers) as directed in the Staff Handbook.
- 2.6 To give regular progress tests as required
- 2.7 To give tutorials as required
- 2.8 To substitute for other teachers in their absence as mutually agreed with the Academic Managers.
- 2.9 To be committed to, and contribute to, the continuous development of courses at ELC.
- 2.10 To familiarize yourself with all technology used at ELC such as IWBs, iPads, ActivBoards and computers etc.

### 3. Administration

- 3.1 To keep accurate and up-to-date records (eg student attendance, work done, tutorial records, test results) and provide them to academic managers in the format agreed
- 3.3 To administer initial, end-of-course, host family or other evaluations as required and give the completed forms to the Academic Managers.
- 3.4 To provide your classes with weekly and daily plans.
- 3.5 To assist with testing, marking and with student placement as required.
- 3.6 To write reports on students' progress as and when required

### 4. Meetings, Observations, Training and Development

- 4.1 To attend Teachers' Meetings on a regular basis and other occasional meetings as requested\*.
- 4.2 To arrange observations in accordance with the policy statement in the Staff Handbook.
- 4.3 To take part in peer observation programmes as arranged by Academic Management.
- 4.4 To be committed to your own continuous professional development.
- 4.5 ELC provides Teacher Development (TD) sessions which you are welcome to attend. You may also be able to contribute to the training programme by, for example, leading an occasional TD session (additional payment will be made for this)

*\*Teachers on sick leave, holiday or teaching at the time are excused attendance at meetings.*



## Health and Safety

- 5.1 To be aware of the Health and Safety policy at ELC.
- 5.2 To familiarize yourself with fire drill procedures and the location of fire exits, fire alarm points and fire extinguishers.

## 6. General

- 6.1 To keep your classroom and the Staff Rooms tidy.
- 6.2 To familiarize yourself with, and adhere to, current policy as stated in the Staff Handbook and notices, paying special attention to ELC's Child Protection & Safeguarding Policy.
- 6.3 All teaching staff are encouraged to lead a reasonable share of certain extra-curricular activities, excursions, afternoon/evening social activities for additional payment.

## Under 18's and Vulnerable Adults

Appointments are subject to the current legislation covering vetting arrangements for adults. You are required to comply with the company's relevant procedure.

Company policies can be found here: <https://www.elc-schools.com/policies/>

## ELC Ethos

Our aim is to provide excellent teaching and services in a caring and friendly environment so that every student can derive the maximum benefit from their stay. For more information about ELC, the charity, mission, goals and values see [www.elc-schools.com/about/our-mission/](http://www.elc-schools.com/about/our-mission/)

Senior Management Team April 2023



## Person Specification

Requirement	Essential or desirable	Selection method*
<b>Experience</b>		
Previous significant and successful post-qualification experience of teaching English as a Foreign Language, ideally both in the UK and overseas	Essential	A
<b>Education/Training/Qualifications</b>		
A recognised Certificate level TEFL qualification (e.g. CELTA, Trinity Cert TESOL or equivalent)	Essential	A
A recognised Diploma or Masters level TEFL qualification (e.g. DELTA, Trinity Dip TESOL, PGCE TEFL, Masters TESOL etc)	Desirable	A
A degree level qualification (e.g. BA/BSc)	Essential	A
Evidence of continuing professional development	Desirable	A/I
<b>Skills</b>		
Demonstrable native speaker-like competence in written and spoken English	Essential	A/I
Good communication skills	Essential	I
Experience in using technology in teaching EFL, including online/hybrid teaching	Desirable	A/T
<b>Qualities</b>		
A good team player, able to work effectively with people across a wide range of levels and responsibilities	Essential	A/I
Able to communicate concisely with clients and colleagues	Essential	A/I
Ability to work under pressure and flexibly when required to	Essential	A/I
Well organised and good time-management skills	Essential	A/I
Enthusiastic, positive and well-motivated	Essential	I
A commitment to serving the individual needs of our learners, and in particular to actively engage in looking after students under the age of 18 safely	Essential	I

\* A = application form I = interview

T = interview task