

TIE - Trinity International Education

Job Description EFL Senior Teacher

Purpose:

- To teach English as a foreign language, motivating and engaging the students in the lessons to improve their confidence and ability to use functional English
- To assist the Director of Studies in the smooth running of all aspects of the academic programme at the school, meeting TIE standards and British Council criteria
- To carry out the relevant administrative tasks required

Hours of Work/Contract Type:

- Fixed term 40-hour contract over a six-day week
- You may be required to work additional hours when requested to meet the needs of the business
- This position will involve working on weekends and other unsocial hours

Responsibilities & Tasks

Academic Responsibilities

- To be responsible for carrying out all tasks concerned with the setting up, running and closing down of the school as advised by the Director of Studies
- To carry out all administrative tasks required to ensure the smooth and effective delivery of the academic programme
- To prepare and teach engaging and communicative lessons across a range of levels to multinational classes
- To follow the prescribed coursebooks and develop strategies for successful learning in accordance with directives from line management
- To actively link the academic programme with the leisure programme and British/USA culture through meaningful activities in the classroom, especially during project work lessons
- To assist in the placement testing and classroom allocation of all students
- To maintain accurate, detailed, and up-to-date records of work, lesson plans and any other administrative records in line with TIE policies and procedures
- To record students' attendance on the classroom register and report immediately any absences in line with TIE procedures
- To write individual student reports for all students taught in line with the deadlines set by line management
- To communicate and work with fellow teachers as required for planning, teaching and administrative purposes

Other Responsibilities

- To ensure that all students complete the feedback forms
- To act on any incidents of misbehaviour, according to TIE policy
- To act at all times in accordance with the company policies outlined in the Staff Handbook, including the staff Code of Conduct
- To follow TIE's Safeguarding Policy, ensuring it is followed by others, and maintain a friendly yet professional manner with students at all times
- To ensure that students adhere to the TIE Student Code of Conduct
- To be aware of the designated First Aider/s on-site and report to them when First Aid is required
- To act in a seemly and professional manner with all of TIE's agents, students, and Group Leaders and not to engage in any activity which may bring TIE, its agents, partners or the designated host venue into disrepute.
- To provide excellent customer service to students, Group Leaders and other agents of TIE
- To be flexible to carry out any other duties as may be reasonably assigned by TIE or the Director of Studies

Other Information

- EFL Senior Teachers report to the Director of Studies
- Rates of pay will be discussed at the interview
- TIE will provide full board and accommodation included in the package
- Full training will be provided, and any online materials and courses will need to be read and completed before the start of employment
- All staff will be required to:
 - help with setting up the centre
 - complete an exit feedback form
 - attend an appraisal
 - attend staff meetings
- TIE operates a strict safer recruitment policy, and all staff will have checks made on their suitability to work with children to include:
 - enhanced DBS check and/or local equivalent
 - references that will ask directly about the applicant's suitability to work with children
- Applicants must be eligible to work in the country where they are assigned and be able to supply proof of the same (TIE does not sponsor visas)
- TIE is an equal opportunities employer and, provided applicants meet the requirements for employment working with minors, does not discriminate against age, colour, disability, ethnic origin, gender, immigration status, marital status, social or economic status, nationality or national origins, race, religious or political beliefs, responsibility for dependents, sexuality, trade union membership or unrelated criminal conviction(s).

Person Specification: Essential

Qualifications

- Educated to degree level or NQF level 6 equivalent
- Cambridge CELTA or Trinity TESOL Certificate, PGCE with TESOL or equivalent or QTS

Experience

- Experience teaching young learners

Skills, Knowledge and Abilities

- Must work well as part of a team
- Responsible approach to working with juniors
- Ability to work under pressure
- 'Can do' approach to work
- Enthusiasm

Personal Attributes

- Excellent communication skills
- Some knowledge of foreign cultures

Desirable

Qualifications

- First Aid and Safeguarding qualifications

Experience

- Experience in a similar role
- Experience in a summer school environment
- Experience in exam preparation teaching IELTS, Cambridge or Trinity examinations

Skills, Knowledge and Abilities

- Computer literate with experience using Microsoft Office 365