



Job Description

English Language Instructor (Young and Adult)

Job Main Purpose

To teach English Language Courses and to prepare students to take English Language examinations (for example IELTS) to students from the local Cambridge ESOL Exams and/ or international community.

Job Dimensions

- ⇒ Teach English Courses and/or Examination Preparation within the guidelines and philosophy of the Centre. This will include using a variety of teaching formats to cater for the needs of a range of ability levels and cultural backgrounds.
- ⇒ Contribute to the academic administration and quality assurance of English Language provision in areas such as assessment, instructor observation and feedback, module coordination, student induction, monitoring and evaluation, admissions, attendance at course and staff meetings.
- ⇒ Contribute to curriculum development, materials development and innovation, including customised materials for new commercial courses.
- ⇒ Provide support and guidance to students, including personal tutoring and provision of references.
- ⇒ Engage in continuing professional development of ELT skills.
- ⇒ Teach English Language up to a maximum of 8 sections per week, from 7:00 AM to 8:00 PM and the Centre will determine actual working hours.

Key Accountabilities

- ⇒ Teach English Language Courses and English Examination Preparation classes to students of varying abilities and ages;
- ⇒ Design and deliver appropriate lessons which provide for effective teaching strategies and meet the individual needs of students;
- ⇒ Prepare, select and use teaching-learning materials (including the use of textbooks, in-house materials and self-created materials);
- ⇒ Assess students and provide both formative and summative evaluations. Design course tests and assessment tasks as required;
- ⇒ Provide oral and written feedback to students and Managing Director, marketing staff, sponsors and corporate clients;
- ⇒ Develop reasonable codes of classroom behaviour and ensure they are consistently applied;
- ⇒ Provide language support for students as appropriate through consultations and tutorials;
- ⇒ Carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. student progress reports, test invigilation, marks sheets, attendance and activity records, tutorial logs and references);
- ⇒ Contribute to course and module development;
- ⇒ Provide teaching cover in the absence of other colleagues;
- ⇒ Participate in the social programme where this is an integral part of the teaching-learning programme (e.g. involvement in extra-curricular activities, accompanying trips, attending events etc.);
- ⇒ Participate in and contribute to briefing sessions, student and teacher induction and orientation and programme functions;
- ⇒ Act as a positive ambassador for the school;
- ⇒ Participate in staff development and professional training as required;
- ⇒ Attend meetings as required.
- ⇒ Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time as required by your supervisor.

Person Specification

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> ⇒ A first degree in English, Education, Linguistics or a relevant field from an accredited institution. ⇒ A recognised EFL teaching qualification. This should be at Certificate level as a minimum, but preferably at Diploma or Masters Level (e.g., CELTA, DELTA, MA in TESOL). ⇒ Experience in preparing students for public examinations, especially IELTS or Cambridge ESOL Exams. 	<ul style="list-style-type: none"> ⇒ Cambridge ESOL Delta teaching award or equivalent ⇒ Postgraduate qualification, or equivalent in the area of ELT/EAP/Linguistics/Applied Linguistics, and ⇒ Experience in curriculum development and assessment.
Knowledge/ Skills	<ul style="list-style-type: none"> ⇒ Excellent command of written and spoken English. ⇒ Knowledge of the requirements of IELTS and/ or Cambridge ESOL Exams. ⇒ Ability to assess the effectiveness of teaching skills against student progress and performance. ⇒ Up to date knowledge and awareness of communicative English Language teaching methodologies. ⇒ Knowledge of and applied good practice in EFL. ⇒ Awareness of the cultural differences amongst learners and of the needs of learners. ⇒ Excellent teaching, presentation, written and verbal communication skills. ⇒ Adaptability and flexibility to adapt the curriculum plan depending on the needs of the students. ⇒ Ability to make decisions around lesson content and sequencing, assessment of student performance, evaluation of teaching programme. ⇒ Self motivated. ⇒ Ability to work under pressure and independently. ⇒ Strong planning and organisational skills. ⇒ Good basic IT skills. ⇒ Committed to and responsible for promoting and safeguarding the welfare of young children, teenagers, young adults and adults. 	<ul style="list-style-type: none"> ⇒ Understanding of challenges of teaching local students(different races) for whom English is a second/ further language. ⇒ Understanding of working with students and colleagues from different cultures and religious.

<p>key Competences</p>	<p>Leading and deciding:</p> <ul style="list-style-type: none"> ⇒ Deciding and initiating action ⇒ Leading and supervising <p>Supporting and co-operating:</p> <ul style="list-style-type: none"> ⇒ Working with people ⇒ Adhering to principles and values <p>Interacting and presenting:</p> <ul style="list-style-type: none"> ⇒ Persuading and influencing ⇒ Presenting and communicating information <p>Analysing and interpreting:</p> <ul style="list-style-type: none"> ⇒ Writing and reporting ⇒ Applying expertise and technology <p>Creating and conceptualising:</p> <ul style="list-style-type: none"> ⇒ Learning and researching ⇒ Creating and innovating ⇒ Formulating strategies and concepts <p>Organising and executing:</p> <ul style="list-style-type: none"> ⇒ Planning and organising ⇒ Delivering results and meeting customer expectations ⇒ Following instructions and procedures <p>Adapting and coping:</p> <ul style="list-style-type: none"> ⇒ Adapting and responding to change ⇒ Coping with pressure and setbacks <p>Enterprising and performing:</p> <ul style="list-style-type: none"> ⇒ Achieving personal work goals and objectives 	
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