

**Job Description**      **Teacher**      **Reporting to** Director of Studies

**Job aim**

To provide high quality English language tuition and training to individual students and groups to help those customers reach their learning goals.

Plan, prepare and deliver high quality English language teaching that meets the needs of different individuals and takes account of individual learning styles.

**Responsibilities include:**

Teaching the agreed number of hours of classes per week, with additional teaching as required. You may be required to teach Business or Examination English classes, Juniors, or individual lessons and teaching classes of any age / ability when necessary.

Assisting with administration and grading of the level test as required.

Completing your attendance register and lesson plan on a daily basis, and keeping your class file up-to-date at all times.

Attending and participating in any in-house training workshops, peer observations or seminars.

Attending teachers' meetings every 2 weeks.

Adhering to the school Safeguarding Policy including the Code of Conduct (attached).

Ensuring students follow the school Behaviour Policy (copy in each class file).

Ensuring lessons are planned and managed in accordance with the syllabus and Edwards Language School methodology statement as set out in the Teachers' Handbook and New Teachers' Guide.

Using materials designed to supplement current course books where appropriate and ensuring you comply with copyright law in terms of permission to copy and making sure each copy has the appropriate acknowledgement of its source.

Monitoring progress and giving regular feedback that helps to manage students' performance and expectations throughout a course.

Mentoring new teachers during the summer.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

**January 2015**