



EDWARDS LANGUAGE SCHOOL
Person specification

Role: Teacher

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.

Threshold requirements

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|-------------------------|---|
| • Passport requirements | UK citizen |
| • Language requirement | Native level fluency |
| • Qualifications | 1 st degree, recognised TEFL / TESOL qualification |
| • Enhanced DBS required | yes |
| • Notes / other | TEFL qualification to be checked |
| | Online level 1 Safeguarding training completed? |

Knowledge & experience

Minimum / essential

No experience necessary

Desirable

Experience of teaching young learners (under 16s)
Experience of teaching short courses and full terms
Awareness of communicative approach
Awareness of issues with monolingual groups (stopping L1 in classroom) and how to approach
Awareness of potential safeguarding issues with younger learners (under 18s) and what to do

Essential skills and behaviours

Personal Qualities

- Enthusiasm
- Professional appearance
- Punctuality
- Flexibility (levels, ages, availability, willingness to cover when needed)

Teaching

- Evidence of planning
- Awareness of learner training
- Choice of appropriate materials
- Presentation of lessons
- Recognition of individual needs
- Effective use of teaching aids
- Knowledge of subject matter
- Rapport with students, e.g. evidence of positive reinforcement

Professional responsibility

- Good relationships with colleagues; team-working
- Adherence to school policies
- Record keeping and recording; meeting deadlines
- Co-operation with administration
- Professional growth and self-development