



JOB DESCRIPTION: ENGLISH LANGUAGE TEACHER

The English Language Teacher reports to their respective Academic Team Leader.

Duties:

- Plan and teach 12 hours of English Language classes according to School's Content- and Task-based approaches
- Base teaching themes on excursions, ensure children are engaged on excursions
- Attend in and contribute to weekly planning meetings
- Assist in Assessment and Placement procedures as directed
- Write End-of-Course Reports
- Lead class on excursions, ensure children's safety and well-being
- Conduct 'class talk time' pastoral sessions
- Hold weekly end-of-week tests
- Submit weekly Schemes of Work to Team Leader, revising as required
- Perform break and lunch duties as required
- Maintain all required records in the Masterfile
- Attend INSET training
- Follow all child welfare and protection protocols and procedures
- Any other duties consistent with the post

Our recruitment process assesses candidates' eligibility for this post through appraising their suitability to undertake the above duties.

Performance of the above duties is assessed during the Summer School's operation and workplace appraisal meetings.

St Edmund's College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

(Reviewed by LXH 09/2018)



PERSON SPECIFICATION: ENGLISH LANGUAGE TEACHER

	Essential	Desirable
<p>Qualifications (Candidate holds...)</p> <p><i>These determine eligibility for selection to interview</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bachelors degree in any field <input type="checkbox"/> CELTA or equivalent or QTS Primary/Secondary English or Modern & Foreign Languages <input type="checkbox"/> For non-native speakers, recognised certificate demonstrating C2 level of English Language Proficiency 	<ul style="list-style-type: none"> <input type="checkbox"/> DELTA or equivalent or Masters degree in relevant discipline <input type="checkbox"/> Emergency First Aid at Work certificate <input type="checkbox"/> Fire Marshall Training certificate <input type="checkbox"/> Level 1 Child Protection training
<p>Experience (Candidate has...)</p> <p><i>These determine eligibility for selection to interview</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> 2+ years' experience in English Language Teaching <input type="checkbox"/> Experience teaching multilingual groups <input type="checkbox"/> Experience teaching without a fixed syllabus <input type="checkbox"/> Experience integrating British cultural and geographical content into lessons 	<ul style="list-style-type: none"> <input type="checkbox"/> 5+ years' experience in English Language Teaching <input type="checkbox"/> Any experience teaching Cambridge, Trinity, IELTS and LanguageCert examinations <input type="checkbox"/> Any experience in a residential work environment <input type="checkbox"/> Experience leading classes on excursions <input type="checkbox"/> Experience teaching literature
<p>Skills (Candidate is able to...)</p> <p><i>These are appraised during interview & the Summer School's operation</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Plan their own lessons and submit weekly Schemes of Work <input type="checkbox"/> Teach according to task- and content-based approaches <input type="checkbox"/> Use error correction in class <input type="checkbox"/> Develop their own teaching materials <input type="checkbox"/> Correctly identify students' CEFR levels <input type="checkbox"/> Encourage and enforce student discipline <input type="checkbox"/> Create and administer weekly tests <input type="checkbox"/> Work as part of a team 	<ul style="list-style-type: none"> <input type="checkbox"/> Innovate pedagogically <input type="checkbox"/> Teach classes which promote personal as well as linguistic development <input type="checkbox"/> Integrate creative and artistic expression into their teaching <input type="checkbox"/> Inspire other team members
<p>Qualities (Candidate is...)</p> <p><i>These are appraised during interview & the Summer School's operation</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Literate <input type="checkbox"/> Numerate <input type="checkbox"/> Professional <input type="checkbox"/> Consistent & Reliable <input type="checkbox"/> Organised <input type="checkbox"/> Personable <input type="checkbox"/> Pragmatic <input type="checkbox"/> Enthusiastic 	<ul style="list-style-type: none"> <input type="checkbox"/> Innovative <input type="checkbox"/> Self-confident <input type="checkbox"/> Inspirational



APPRAISAL FORM: ENGLISH LANGUAGE TEACHER

Criteria	Evidenced by	Unsatisfactory	Satisfactory	Exemplary
Teaching	<ul style="list-style-type: none">• Topics, language focus and methodology of lessons• Diversity of teaching techniques			
Planning & Schemes of Work	<ul style="list-style-type: none">• Participation in planning meetings & Schemes of Work• Punctuality of submission of Schemes of Work• Quality of Schemes of Work			
Assessment & Placement	<ul style="list-style-type: none">• Accuracy and speed during Assessment & Placement sessions• Engagement and enthusiasm during Assessment & Placement sessions			
End of Course Reports & Masterfile Records	<ul style="list-style-type: none">• Timeliness and quality of written reports• Completeness and accuracy of Masterfile records			
Excursions	<ul style="list-style-type: none">• Punctuality and reliability while on excursions• Class preparation for activities before, during and after excursions			
Duties	<ul style="list-style-type: none">• Promptness & Reliability while on duty			
Reliability & Professionalism	<ul style="list-style-type: none">• Interpersonal relationships with staff and students• Adherence to staff Code of Conduct			