

EFL TEACHER

Multiple Centre Locations Across the UK

Ardmore

JOB OVERVIEW

The EFL Teacher's key responsibility is to provide Ardmore students with fun, engaging and well-organised lessons in a positive learning environment, to help them to progress their level of English speaking, writing and listening skills.

MAIN TASKS

EFL Teachers teach (30 hours a week) using our Ardmore syllabus and will be expected to be enthusiastic and take responsibility for appropriate lesson planning, lesson delivery, academic administration, checking class registers and monitoring student progress to achieve the objectives of our syllabus. Lessons should be fully engaging, age and level appropriate, student-centred and focussed on improving the communicative skills of our young learners aged 9-17. Whenever they are timetabled, EFL Teachers will also lead a Conversation Club, which take place in the evenings, and teach exam preparation courses (like Trinity). Ardmore is very keen to provide opportunities for all our staff to develop, so teachers attend CPD sessions once a week. The EFL Teachers will assist with student testing, staff inductions, staff training diploma writing and be responsible for looking after their classroom and College property.

As part of the role, EFL Teachers will also be expected to fully participate in recreational activities and excursions (8 hours a week), again with enthusiasm so students have maximum fun, and assist with welfare duties, including meal duties and night duties, on a rota basis. Where necessary, share appropriate information with professionals and/or colleagues as may be required to keep everyone safe.

SAFEGUARDING RESPONSIBILITIES

Where necessary share appropriate information with professionals and/or colleagues as may be required to keep everyone safe.

ESSENTIAL CRITERIA

- ✓ Bachelor's Degree and CELTA, CELTYL, Trinity TESOL, PGCE with TESOL portfolio, or equivalents.
- ✓ Positive, flexible and adaptable attitude towards team working and teaching.
- ✓ Excellent organisational skills.
- ✓ Ability to motivate and enjoy working with large groups of children/teenagers.
- ✓ Eligible to work in the UK and 18 years old or over.

DESIRABLE CRITERIA

- ✓ DELTA or Dip TESOL.
- ✓ Hold a valid First Aid Certificate.
- ✓ Previous experience in a summer school environment.
- ✓ Previous experience of teaching young learners.
- ✓ DBS and/or Overseas Police Checks that are valid (Ardmore will assist with this).

Ardmore is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.

PERSONAL ATTRIBUTES

- ✓ Reports to: Centre Director and Director of Studies.
- ✓ 4-8 week summer contract and off-season opportunities available.
- ✓ Residential (full board and accommodation included free of charge) and non-residential options available.
- ✓ 42 hours per week (Some weeks you may be required to work in excess of 48 hours. You will be asked to 'opt out' of the 48-hour Working Time Directive).
- ✓ Evening and weekend work required.

KEY FACTS

- ✓ Reports to: Centre Director and Director of Studies.
- ✓ 4-8 week summer contract and off-season opportunities available.
- ✓ Residential (full board and accommodation included free of charge) and non-residential options available.
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A WEEK AS AN EFL TEACHER

DAY	MORNING	AFTERNOON	EVENING
1	Placement Tests and Ardmore Life	Placement Tests and Ardmore Life	EVENING OFF
2	Teaching Lesson 1 and Weekly Project	Teaching Lesson 1 and Weekly Project	Conversation Club
3	Teaching Lesson 2 and Pre-excursion Lesson	Teaching Lesson 2 and Pre-excursion Lesson	Meal Duties
4	Teaching Lesson 3	Half-Day Excursion to the London Eye.	EVENING OFF
5	Teaching Lesson 4 and Mini Project	Mark Exit Tests and write diplomas.	Night Duty
6	Half Day Excursion to London	AFTERNOON OFF	EVENING OFF
7	DAY OFF	DAY OFF	DAY OFF

ADDITIONAL INFORMATION

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Director and Academic Director

PROGRESSION

Senior EFL Teacher, Assistant Director of Studies, Director of Studies.