

Schools

Job Description – English Teacher

Job Information:

- Contract to teach English classes for _____ hours per week.
- The duration of the contract is: _____ (months) / permanent / until _____.
- The salary is _____. (per hour / per week / per month / p.a.)
- The overtime rate is _____. (per hour)

Main Duties and Responsibilities:

1. To prepare and deliver quality English lessons for the agreed number of hours.
2. To support students as they learn and help them to progress. To enable students to achieve and exceed their learning goals.
3. To keep records up to date (e.g. class registers) and to complete administrative duties related to the role.
4. To prepare students to take exams.
5. To administer and supervise exams, if required.
6. To enrol students onto courses and provide them with a quality induction programme.
7. To carry out assessments with students, as necessary, including initial assessments and diagnostic assessments, and to maintain records relating to student attendance, achievement and progress.
8. To maintain class discipline and ensure that students behave within the guidelines set out in the class rules.
9. To adhere to all health and safety rules within the school and ensure that students adhere to them.
10. To ensure that the school's equal opportunities policy is adhered to.
11. To take part in complaints procedures and disciplinary procedures as required.
12. To take part in the positive promotion and marketing of the school and the courses offered. To ensure that the good name and reputation of the school and courses are not damaged in any way.
13. To report to your line manager any issues or problems that should arise during the normal course of duties.
14. To assist the staff of the school with research and development into making improvements to the school and courses.
15. To take part in training courses to upgrade skills relevant to the job description as part of a continuing development programme as agreed with your line manager.
16. Other duties relevant to the job description, as required.

Essential Skills:

1. A strong commitment to enabling students to achieve their learning goals.
2. A comprehensive knowledge and experience of teaching English.
3. A good level of education and teaching qualifications, including _____.
4. Excellent communication skills; the ability to communicate and work positively and constructively with people at all ages, levels and abilities, as well as from different races, religions and backgrounds.
5. Self-motivation, reliability and flexibility, with a caring, student-focused attitude.
6. Good administrative and organisational skills – a well-organised individual.
7. The ability to work well under pressure and to meet deadlines.

Desirable Skills:

1. IT literate; able to work confidently with Microsoft Office and the internet.
2. Full driving licence and own transport.