



Job Description

Job Title: EFL Teacher (Saturdays and Summer)

Reporting to: EFL Programme Coordinator

Job Purpose:

- Carry out professional duties and have responsibility for planning and implementing appropriate work for all children in an assigned class.
- Be responsible for the management of the class and the safety and welfare of the pupils.
- Maintain assessment records and reports on pupil progress for Coordination and parents, in accordance with EFL programmes policy.

Main Duties and Responsibilities:

- Create a safe, positive and secure classroom environment where every pupil feels happy, valued and motivated to learn.
- Ensure equality for all pupils whatever their gender, race, religion, beliefs or disability.
- Maintain high standards of classroom organisation which foster pupil independence.
- Provide effective and engaging lesson plans to fulfil learning objectives, while providing varied activities that suit all students' abilities and boost different learning skills.
- Work with colleagues within the same level to plan topics for the term, joint activities and end of term exams; ensure that all pupils receive a balanced, broadly based, purposeful and challenging learning experience.
- Maintain high standards of discipline.
- Know which pupils require additional support and intervene accordingly; Know which pupils need additional challenge and provide this.
- Keep clear records of pupil attainment, progress and development and write pupil reports based on these and teacher observations.
- Provide pupils with clear feedback relating to their work.
- Attend and participate in all meetings as required.
- Communicate effectively and positively with parents about all aspects of their child's EFL learning process.
- Adhere to the guidelines as stated in the Teacher Manuals.
- Participate in school events, activities and trips which are organised during working hours.
- Undertake any reasonable request by the programme coordinator.



Referent teacher:

Summer camp:

Meet with course coordinator once a week to transmit concerns and/or ideas of teachers within level. Provide details of joint activities organised and feedback about theme weeks.

Meet once a week with teachers within level to organise weekly joint activity and transmit coordinator's messages/instructions.

Saturdays programme:

Meet once a month with teachers within level to check progress of groups, gather concerns about pupils, books, etc. Transmit to teachers the coordinator's indications or messages if coordinator cannot attend meetings.

Gather from teachers within level information on contents to be covered each term and share them with coordination.

The post-holders responsibility for promoting and safe-guarding the welfare of children and young persons for whom they are responsible or with whom they come into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Leader.