

Swansea Sixth form College

EFL Teacher

JOB DESCRIPTION

Job Title:	Teacher of English as a Foreign Language
Place of Work:	Swansea Sixth form College, Swansea
Requirements:	Degree and CELTA (or equivalent) plus relevant experience
Responsible to:	Academic Manager
Liaison and Co-operation with:	All Departments
Hours of Work:	Part Time 18 hours per week (15 hours teaching and 3 hours admin)
Purpose of the job:	Teach General English classes to international students between A1 and C2 (Beginner to Advanced) and / or exam preparation classes (e.g. Trinity, IELTS, BEC) and/ or subject specific English classes.

The Teacher of English as a Foreign language position involves planning and delivering classes to international (non-native) students who want to improve their ability to study in English. Typically, you will be teaching a small group of students grammar, vocabulary, as well as speaking, listening, reading and writing skills. You will be expected to set, grade and return regular homework assignments. You may also be asked to plan and deliver exam preparation classes (usually Trinity College ISE or IELTS), English for Academic Purposes (EAP) and Subject Specific English classes.

Teachers are provided with full support, including curriculum guidelines, schemes of work and teaching material. This will normally consist of a coursebook with supporting Teacher's Book, CDs, and DVDs etc. Practice tests (if appropriate) are also available, as well as other resources (worksheets, mp3s etc).

You will be provided with a copy of our Teacher's handbook, which will help guide you through the first weeks of your employment, and details our teacher support initiatives, as well as explaining the daily tasks and paperwork you will need to complete.

You will also be provided with a staff handbook, detailing your rights and obligations, health and safety procedures, human resources policies etc.

Teachers' hours are spread over five days and may be required from time to time to teach on Saturdays. The number of teaching hours will vary according to the needs of the college, and will normally be between 15-25 hours per week. Teaching, administration (e.g. meetings, updating records of work, etc.) lesson preparation time and admin time can be worked at a flexible time around your teaching hours. Teachers are required to accompany

students on one day excursion per sixth months and attend daily briefing meetings as well as partake in the INSET training which is organised by the Academic Manager once a term.

You must be well presented; dress and conduct must be professional.

Typical duties include:

- Advising student on career issues.
- Organising and delivering classes to students.
- Evaluating your students' class work and assignments.
- Preparing classroom and coursework materials (according to the scheme of work), homework assignments, and handouts.
- Recording and maintaining accurate student attendance records and results.
- Classroom management.
- Developing English lesson plans in line with the Scheme of work.
- Maintaining discipline in the classroom.
- Creating a vibrant teaching atmosphere.

Personal qualities required

- You must be a good communicator as you will be on many occasions communicating with parents/guardians of students, students who are teachers in their own country and also other teaching staff.
- Ability to work in stressful situations and under pressure.
- Good listening skills.
- Planning and organisational skills.
- Patience.

On the application form, you will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Furthermore, if your application is successful, you may be subject to DBS check. (Payable by the employee)

All non-management staff undergo a paid induction day, and you may be asked to start work after this induction. Both the induction and the work afterwards (if applicable) are paid.

On some occasions, we run classes in the afternoon as well as the morning, hence you may be required to teach all day.

General

You should read both the Student and Staff Handbook and report any incidents appropriately. Duties can be added / removed by the Director at any time with prior notice.