

Job Profile

Job title	EFL Teacher		
Division/dept	OIEG UK Schools		
Working hours	0 - 40 hours per week with some weekend and evening work from time to time	Start date	
Annual leave	28 days including public holidays (pro rata)		
Reports to	Academic Management Team	Location	OIEG UK schools
Salary	Hourly rate		-
Job purpose			
To teach English to groups of junior and adult students following a syllabus and using materials provided by the school.			

Main duties and responsibilities

Teaching

- Prepare lessons and adapt existing materials to suit students' needs and abilities.
- Deliver lessons with the aim of achieving the objectives of the syllabus and to the standards set out by the Academic Management Team
- Effectively manage (with the support of the Academic Management Team) students and their behaviour
- Encourage student participation through a positive and enthusiastic attitude about activities in which they are involved
- Agree to be observed by a member of the Academic Management team.
- Dress appropriately to the role at all times

Administrative

- Attend weekly staff meetings (usually during lunch break)
- Keep an accurate record of student attendance and lateness and alert the Academic Management Team to any absences where required
- Complete a weekly scheme of work at the start of each week, and record of work for what has been taught the previous week
- Complete student reports at the end of their course

Other

- Attend a staff induction prior to the start of the contract
- Complete online welfare and safeguarding training
- Be a positive and professional role model for the students, representative of the core values of Oxford International Education Group
- Opportunities for CPD will be provided by the school (workshops and training). However, teachers are expected to take an interest in and responsibility for their own CPD as an EFL teacher, with the support of the Academic Management team

Person specification		
	Essential	Desirable
Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in in the UK • Undergo an Enhanced DBS disclosure check or overseas equivalent 	
Qualifications	<ul style="list-style-type: none"> • Cert TESOL/CELTA or equivalent TEFL qualification • Undergraduate degree 	<ul style="list-style-type: none"> • Dip TESOL/DELTA or other teaching qualification (such as CELTYL)
Experience and knowledge	<ul style="list-style-type: none"> • Native or near native level of English • Demonstrable knowledge of effective language teaching and learning strategies 	<ul style="list-style-type: none"> • Experience of working in an EFL school • Experience of delivering EFL lessons to groups of junior and adult students • Experience of working with students from a diversity of cultures • Experience teaching IELTS/FCE/CAE/Business/EAP lessons • Experience of working with teenagers
Skills and abilities	<ul style="list-style-type: none"> • Ability to use different strategies for effective classroom management and commitment to student-centred learning • Ability to develop and adapt materials to suit students' needs • Willingness to use a variety of teaching strategies and methods • Commitment to the welfare of students • Commitment to fostering a supportive and encouraging learning environment in which the teacher manages cultural differences • Flexibility, adaptability and ability to cope with changing priorities 	
Personal qualities	<ul style="list-style-type: none"> • Adopts a highly professional approach to work • Adopts a collaborative approach to working • Resilient, flexible and responds positively to new challenges, seeking solutions • Strong cultural awareness and knowledge • A sympathetic approach to international students • Acts with integrity at all times • Reliable and punctual 	

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.