



## Teacher Job Description

As a teacher with Edgington School of English, your job description will be as outlined below. The duties listed below will however not necessarily be limited to this list and this list cannot be considered to be exhaustive.

### **Academic**

The main academic duties of a teacher will be to:

- Teach classes as allocated to you by the Principal/Academic Director. These may be at any level. We will of course make every effort to ensure that you are allocated classes in accordance with your preferences, but this may not always be possible.
- Plan and deliver lessons based on a coherent sequence of activities leading to relevant learning outcomes as per weekly scheme of work and in accordance with ESE course syllabus and CEFR levels.
- Plan and deliver lessons which will include activities and techniques that take into consideration individual profiles and the needs of students, and that will include feedback and review.
- Plan and deliver lessons applying strategies which ensure and promote learning, enabling students to benefit linguistically.
- Deliver lessons which take into consideration cultural differences, learning styles and individual characteristics, and will show sensitivity to the group and individuals to ensure a positive learning atmosphere.
- Adapt their language to level of learners and provide appropriate models of both spoken and written English – drills and phonetics.
- Manage planned learning activities and interactions effectively to engage students and ensure effective management of classroom and resources to promote learning.
- Deliver and keep accurate records of students' progress, such as tutorials, oral assessment and test scores.
- Write full and comprehensive reports for your main class (the class which you teach first in during the week) and any other interim reports when asked to do so by the Principal/Academic Director
- Maintain records of work for follow up should you be absent due to sickness
- To assist with placement testing, interviewing and marking during registration and at other times during academic year, as required and when teaching timetables permit.
- To assist with the development of courses, resources, teaching materials and professional development in the centre.
- Any other reasonable duties or tasks as deemed necessary by the Principal/Academic Director

### **Administrative**

The main administrative duties of a teacher will be to:

- Maintain your work areas in an orderly fashion, and to file (in accordance with the cataloguing system) in the proper place any supplementary materials that are not being used.
- Leave classrooms in a neat and orderly fashion according to the instructions on classroom doors, including not leaving paper, unused hand outs, work books or other materials in the class room. Return all course books, CD players and any other equipment belonging to ESE to its appropriate place after each class.
- To assist with marketing events for the language school.
- Organise and get involved in social and cultural activities such as sports, school parties, dinners and excursions.
- Maintain accurate attendance registers.
- Ensure that End of Course questionnaires are completed and given to your Director of Studies.
- To write full, comprehensive and meaningful end of course reports for your students
- Ensure that lessons are fully and professionally prepared.
- Attend teachers meetings and training workshops if required.
- Deliver and keep accurate records of students' progress, such as tutorials, oral assessment and test scores.
- Deliver weekly briefings on fire procedures and bullying (training will be provided)

### **Child Protection and Safeguarding**

**Our Registrar is the designated Child Protection Officer (CPO). Any child protection or child safeguarding issues should be brought to his/her attention in the first place.**

Edgington School of English places the highest importance on providing a safe and secure environment for all of our students and staff, but especially for young learners and juniors. Our recruitment processes and procedures will reflect this on-going commitment by making every reasonable effort to ensure that we employ appropriate, highly qualified members of staff who understand and share this commitment.

In particular all staff should:

- Be familiar with ESE documentation (including the ESE Child Protection and Safeguarding Policy) regarding the care of under 18s, and report any potential safeguarding issues as soon as they occur with this age group to the Principal or Child Protection Officer.
- Actively monitor student welfare, at all times paying particular attention to the care of under-18s in the school and report any areas of concern to the Principal or Child Protection Officer immediately.
- Be aware of and implement the school's policy on bullying and abusive behaviour
- monitor and report issues to the Principal or Child Protection Officer should they occur.
- Undertake such training as is required by the school (and Spanish legislation) in order to maintain full and up to date knowledge of child protection and safeguarding issues.

### **Policies and procedures**

All members of staff must read the policies and procedures as detailed in the Employee Handbook and the school Policies and Procedures folder, copies of which are kept in each office. Staff must sign that they have read all policies and procedures on the form provided at the front of the folder.

All staff must read, understand and abide by the procedures, duties and responsibilities as outlined in the ESE Child Protection and Safeguarding Policy. You will be given your own personal copy of this policy. If you are not given one please ask your line manager. The full policy may also be viewed online at: [www.edgington.school](http://www.edgington.school)