

# LAL TORBAY

## TEACHER OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES

**Job Title:** Teacher of English to speakers of other languages

**Line Manager:** Assistant Director of Studies

**Reports to:** Director of Studies

**Location:** Conway Road, Paignton, Devon, TQ4 5LH

**Salary:** See Pay Scale below

**Purpose:** To teach English to overseas students, aged twelve years to adult as required.

### **Responsibilities and Tasks:**

- To read and be fully conversant with the staff handbook and all pertinent British Council requirements prior to the start of the period of employment (documents supplied prior to start of employment).
- Prepare and teach English to students as required by academic managers, taking responsibility for successful academic outcomes of all learners.
- Maintain accurate and up to date class records to include a class attendance register and a proposed weekly plan of work – negotiated with students in adult classes.
- Liaise with colleagues to ensure integration and continuity in teaching where a class or individual student is shared.
- Report to academic managers on progress of students in class as required for ongoing planning and addition of students.
- Assist with placement testing as required.
- Keep abreast of pedagogic innovations in EFL.
- Submit to observation by line manager or nominated member of teacher training and development team in order to monitor and maintain standards in the classroom.
- Write end of course student reports for leavers as requested.
- To support the Academic management in any administrative tasks during contracted teaching time as required.

# Person Specification

## Essential

- Educated to degree level or NQF level 6 equivalent
- Cambridge CELTA or Trinity TESOL Certificate or equivalent\* as a minimum
- Native speaker or same level of competence
- Ability to work with others
- Excellent communication skills
- An interest in foreign cultures
- Dynamic 'can do' approach to work
- Energy and enthusiasm
- Responsible approach to working with juniors
- Clean criminal record

\*equivalent course comprising a minimum of 120 contact hours including input, lesson planning,, observation of peers and experienced teachers, a minimum of 6 hours formally observed teaching practice, feedback, tutorials and external validation.

## Desirable

- Experience of working in a variety of teaching / learning contexts
- Ability to teach all levels of English
- Recent Enhanced CRB
- Previous experience working in EFL

## Pay Scale and Other Information

CELTA or equivalent £10.28 per hour

DELTA or equivalent £11.90 per hour

On completion of three seasons, the following rates apply:

CELTA or equivalent £10.57 per hour

DELTA or equivalent £12.18 per hour

Hours of work - Minimum 15 hours worked Monday to Friday.

Holiday entitlement – 20 days per annum (pro rata)