

JOB DESCRIPTION – Non residential TEFL Teacher

With overall responsibility to the Academic Manager, Country Cousins' teachers are key members of a team responsible for providing students with a stimulating and challenging learning programme and an altogether beneficial and enjoyable stay in England.

SUMMARY OF RESPONSIBILITIES

Teachers are responsible for:

- Providing a stimulating, challenging and enjoyable learning experience for students
- Teaching the number of lessons prescribed for the course and carrying out all associated duties including keeping accurate records and maintaining class discipline
- Supporting colleagues within the teaching team
- Assisting the Academic Manager with the overall management of the course

COMMITMENT

- 5 or 6 days per week according to the programme
- Minimum of 15 x 55 minute lessons per week rising to 24/27 x 55 minutes sessions during our busiest period (July to mid August).

RESPONSIBILITIES

Pre-course

- Being available for a staff meeting before the start of the course
- Carefully reading the teachers' handbook
- Completing and returning all contract paperwork to head office
- Getting to know the course premises and the programme

General

- Liaise with the Academic Manager with regards the students' levels and class comfort
- Ensuring that students treat the course premises with respect
- Checking student feedback with the Academic Manager and acting on any relevant points related to the feedback
- Assisting with the supervision of students during academic sessions
- Ensure that students are familiar with health & safety aspects of the course premises as well as all legal responsibilities & issues within the local environment

Academic

- Assisting with the testing of new students, ensuring that they are placed in classes appropriate to their level and recommending changes where necessary
- Providing tuition appropriate to a summer school environment which follows Country Cousins guidelines

- Plan carefully for all classes according to Channel School syllabus and making lesson plans available to Academic Management
- Liaising closely with any other teachers sharing the same class
- Prepare & provide student reports & certificates
- Managing the classroom effectively in terms of behaviour and discipline
- Encouraging and motivating a lively participation in class by each student, not simply the more confident ones
- Ensuring that lessons begin and end on time and that no lessons are shortened
- Ensuring that all class paperwork is properly completed
- Complete & return records of work of classes taught on a daily basis
- Be prepared for observation by the academic management & other users of the school (e.g. student leaders)
- Making sure all students complete End-of-Course Feedback Forms
- Keeping to the system set up for the loan of teaching resources
- Taking responsibility for all academic resources needed for classes, returning them to the course office at the end of the session or course

General notes:

The duties outlined above are given as a guideline only. Whilst the staffing plan will be devised in order to provide as fair and practical division of duties as possible, the successful running of the programme depends on the staff working together as a cooperative and cohesive team.

Therefore, the Academic Manager may find it necessary to modify initial plans in the light of practical implications and all staff are requested to be as flexible and supportive as possible in this respect.