**EFL Teacher**

Team: International (English as a Foreign Language)

Reports to: Director of Studies

Location: Chichester

##### Job Purpose

* To undertake teaching activities in the curriculum area, ensuring a high quality of provision, in response to learners’ needs.
* To contribute to the design, development and review of programmes in the curriculum area.
* To ensure that student needs are met in a responsive way, in line with the concept of inclusive learning.

##### Key Responsibilities

* To undertake teaching and learning related activities, including tutoring, as agreed.
* To ensure that appropriate learning materials are prepared and assessments and assignments are undertaken in a timely manner.
* To undertake administration and provide reports and statistics regarding student and teaching matters in a timely manner.
* To deliver best practice in curricula and learning activities, taking into consideration British Council guidelines.
* To utilitise CLASS, GEL and other information systems as directed to improve efficiency and the student experience.
* To understand personal responsibilities in relation to Safeguarding.
* To attend training on current developments in EFL teaching practice.

**Role Context**

Chichester College expects staff to:

* Work within the context of the Group’s core values, code of conduct, quality requirements and continuous improvement ethos.
* Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
* Human Resources policies and procedures;
* Equality, diversity and inclusion policies and procedures;
* The Group’s health and safety policies and procedures;
* Safeguarding and Prevent;
* The Group’s policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
* Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the College must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group’s website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

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| **Criteria** | **Essential/**  **Desirable** | **How Assessed** |
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| **Qualifications** | | |
| TEFLI | Essential | Application Form/ Certificates/ Assessment |
| Level 2 literacy and numeracy | Essential |
| Degree | Desirable |
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| **Experience** | | |
| Teaching and assessing students | Essential | Application Form/ Interview/  Assessment |
| Accurate testing of students | Essential |
| Curriculum delivery and associated administration | Essential |
| Managing diverse groups of students | Desirable |
| Using CLASS and GEL systems or similar | Desirable |
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| **Knowledge** | | |
| Current EFL teaching methodologies (including use of ILT) | Essential | Application Form/ Interview/ Assessment |
| Common European Framework of Reference and EFL qualifications | Essential |
| Working knowledge of Microsoft Office applications including Word, Excel and Powerpoint | Essential |
| An understanding of safeguarding vulnerable groups | Essential |
| Wider industry trends | Desirable |
| Health and safety legislation | Desirable |
| Equality and diversity | Desirable |
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| **Skills and Abilities** | | |
| Time management skills, organisational skills and the ability to meet targets and deadlines | Essential | Application Form/ Interview/ Assessment |
| Ability to work alone and as part of a team | Essential |
| IT and keyboard skills | Essential |
| Ability to manage challenging behaviour | Essential |
| Ability to communicate effectively with a diverse range of people at all levels, verbally and in writing | Essential |
| Ability to solve problems and make decisions | Essential |
| Ability to receive and act upon constructive feedback | Essential |

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| **Attributes** | | |
| Flexible in approach | Essential | Interview |
| Innovative and creative in meeting the needs of learners | Essential |
| Positive attitude to change | Essential |
| Positive attitude to continuous improvement | Essential |
| Committed to providing student support | Essential |
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| **Other Requirements** | | |
| To undertake continuing professional development | Essential | Interview/Checks and Clearances |
| Evening and weekend work as required | Essential |
| Satisfactorily meeting the Group’s employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK | Essential |

Any appointment is subject to the Corporation’s terms and conditions of service.

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| **Working hours per week:** | 37 |
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| **Working weeks per year:** | 52 |
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| **Salary range:** | £23,271 - £25,432 per annum |
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| **Salary progression:** | Salary progression is achieved through annual increments, in accordance with the Group’s Performance Management Scheme. |
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| **Holiday entitlement:** | The annual leave year runs from 1 January to 31 December.  37 days per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement. |
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| **Holiday restrictions:** | Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time. |
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| **Pension scheme:** | Full time, fractional and variable hours staff will automatically enter into the Teachers' Pension scheme, unless they opt out of the pension. The College contributes to this scheme and the employee contribution is determined by the level of annual salary and the guidelines given by Teachers’ Pension. Alternatively the employee may opt out within the first 90 days of employment. |
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