



## THE INTERNATIONAL SCHOOL BRUNEI

### ENGLISH LANGUAGE CENTRE

#### JOB DESCRIPTION

<b>Position Title:</b>	<b>EFL INSTRUCTOR</b>
<b>Operational Line Manager:</b>	<b>HEAD OF THE ENGLISH LANGUAGE CENTRE</b>
<b>Reports to:</b>	<b>EXECUTIVE PRINCIPAL</b>
<b>Salary Scale:</b>	<b>ISB:ELC INSTRUCTOR SCALE</b>

#### ADDITIONAL INFORMATION:

- ISB: ELC instructors are required to teach up to 30 hrs. per week not including preparation, marking, assessment and diagnostic evaluations
- ISB: ELC instructors may on occasion be asked to undertake cover duties. These duties might take place in the evenings or at weekends.
- ISB: ELC instructors to provide own transport for travel to site (one-month free hire car at the beginning of contract)
- ISB: ELC instructors to adhere to all security requirements, rules and regulations whilst on site

#### KEY RESPONSIBILITIES:

##### Curriculum Development

- Contribute, in conjunction with the Head of the English Language Centre, to the development and updating of syllabi and Schemes of Work within the subject areas taught. This includes course creation and planning.
- Formulate and implement, in conjunction with the Head of the English Language Centre ISB: ELC policies. These policies should reflect the ISB: ELC's view on code of attendance, homework, marking of student work, coursework, assessment, recording and reporting on students' attainment and progress.
- Create a constructive learning environment within the classroom for the benefit of all.
- Assist the Head of the English Language Centre in maintaining and identifying adequate and up to date teacher and student multi-media resources pertinent to the subjects taught.

## **Teaching and Learning**

- Ensure planning and delivery is integrated into the collective teaching process ensuring uniformity in objectives and outcomes.
- Ensure lessons are pitched appropriately and the planning indicates that the activities provided for students are differentiated appropriately, if necessary, so that all students make progress in lessons
- Ensure all students meet end of course/stage/level targets and their results are analysed  
Individual target monitoring for each specific student occurs to help them make good progress
- Ensure students are given the opportunity to assess their own progress against their targets per course, having explained the targets clearly and checked for understanding
- Ensure feedback and marking refer to targets/stages/levels and indicate what students need to do to improve their work.
- Provide a comprehensive and evidenced set of individual reports per student at the end of every course period/level/stage. These are to be submitted to the client and used for advisory discussion on additional student support, increased teaching time or additional classes.
- Ensure that the Head of the English Language Centre is kept up to date on student progress and any issues related to necessary and targeted intervention

## **None academic**

- To take attendance and be cogniscent of any possible students' issues for reporting to Head of the English Language Centre

## **Administration**

- To attend ISB: ELC meetings when required and ensure all client quality assurance requirements are effectively carried out.
- To be available to advise and inform client of student progress both through written reports and at meetings
- To carry out cover for colleagues when required with reasonable notice

## **Finance and Resources**

- To assist the Academic Coordinator in the drawing up of orders for materials and equipment relevant to subjects taught and your classroom needs.
- To ensure that resources and equipment are used and stored responsibly.
- To report on technical issues related to classroom equipment

## **Assessment, Recording and Reporting**

- To apply the assessment policies and practices agreed with the Head of the English Language Centre
- To interpret assessment results and ensure these are used to regularly evaluate the effectiveness of the curriculum instructional practices and student learning.
- To ensure students are made aware of subject area's assessment and marking policy as relates to their English Language development and IELTS preparation. This includes identifying and communicating to students, academic coordinator and the client specific criteria for assessing students' learning and performance.

**Teacher Support**

- To participate in the ISB: ELC professional appraisal scheme. Overseen by the Head of the English Language Centre

**Additional Duties**

- To be available, if required, for any additional meetings, cover requirements and additional classes that may be necessary
- To be available during the gap week, if required, for consultation, report writing, preparation and grading.

**General**

- To undertake such duties as are reasonably determined by the Head of the English Language Centre

**This job description may be amended at any time after discussion with you, but in any case will be reviewed within one year.**

**Signed .....**

**Date .....**