



Job Title: EFL Teacher (18+)
Employer: Xplore
Location: Various
Contract: Fixed-term
Salary: Dependent on experience & qualifications
Hours of work: Various
Department: Operations
Reporting to: TEFL Coordinator

Summary:

We are looking for CELTA/TEFL trained native English teachers who will be responsible for applying prescribed lesson plans, and delivering enjoyable English classes to students at our successful language schools in the UK, USA, China and Germany over Easter and summer.

Person Specification

	Essential	Desirable
Qualifications	Teaching experience and CELTA, (or TEFL equivalent), qualifications are essential Safeguarding DBS required	Full clean Drivers Licence Valid first aid certificate Recognised Health & Safety
Experience	At least 6 months experience in a teaching role	
Knowledge	Health and Safety Safeguarding & Welfare Language programme provision	
Skills	Computer literate Communication using varying methods Proven planning & organisational skills Ability to apply and monitor delegation of tasks	
Attitude	Adaptable Positive role model Standards driven Flexible to meet the demands of the job Be able to understand, meet and exceed company and clients' expectations	

Contact: Simon Catton : HR Administrator
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We offer a flexible programme and strive on a professional outlook within a relaxed environment. We don't just teach English! Many subjects and areas are taught during the EFL class, and we are proud of our varied and extensive activity based class range. Classes range from pre-excursion introductions to many historical and beautiful parts of England, out-of-class activities like, 'Bottle rocket design & launch', 'Fashion design & show', 'Inventions and music', and so much more. The children leave school for summer and want a fun holiday, while the parents and teachers want them to keep on learning.

In addition, as governments and ministries of education around the world ask their school populations to start learning English younger and younger, and as more and more colleges, universities and employers ask for specific levels of English as a minimum requirement. So for those who wish to study and complete a recognised examination during their stay, Xplore has introduced a new syllabus and course to ensure consistent preparation and delivery.

Residential and non-residential positions available.

Responsibilities:

- To oversee the safety and well being of children, and accompanying adults participating in EFL lessons.
- To plan and oversee a 'placement test' (where applicable) to gauge the student's abilities.
- To mark the above-mentioned test, inform students of the results and their subsequent group placement.
- To liaise with other TESOL teachers and visiting group leaders in order to structure the classes suitably and consistently.
- To prepare lessons for the duration of the allocated TESOL time (in relation to the group programme where possible and when time allows). This must take into account the variety of resources available.
- To carry out lessons according to your pre-arranged plan.
- In every hour there must be a break of 10 minutes for the students.
- To allocate textbooks and other teaching resources to the students and ensure their safe return upon completion of the course.
- To write reports on the students where appropriate and award them a Certificate of Attendance at the end of their last lesson or the Anglia awards certificate if they have passed a module.
- To ensure that class discipline is of a high standard, and to seek the support of management staff if there is a problem dealing with one or more of the students.
- Organise town questionnaires or tasks for the class to do on excursions.
- To assist any person requiring medical treatment to get to a qualified First Aider.
- To report any accident or near miss occurrence.
- To be familiar with all the statements in the site specific Xplore Health & Safety Policy Statement and to observe safe working methods.
- To contribute to the continual evaluations and improvements of Xplore lessons.