

# Masters Business English EFL Teacher

As an Business English EFL Teachers you lie at the heart of our Master's programme, delivering a high quality Business English language lessons to students between the ages of 16 – 18.

This job description summarises the purpose of the job and lists its key duties. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the Centre Manager.



The Masters programme is dedicated to developing a new generation of business leaders and entrepreneurs. The students are given a brief and then have business English input sessions to supplement their group development work. The programme culminates in a grand final where the teams pitch their ideas and business plan to a panel of judges. The competition combines with on-site activities and cultural excursions.

## YOU NEED TO BE

- Eligible to work in the UK
- 18 years old and older

## YOU MUST HAVE

- Native or near native level of English
- CELTA, Trinity TESOL and/or QTS in English or a Modern Foreign Language
- Ability to deliver engaging English language lessons focussed on business concepts and vocabulary
- The ability to use different strategies for effective classroom management
- Develop and adapt materials to suit the students' needs, teach using a variety of teaching strategies
- Show a flexible approach to your work, along with the ability to cope with changing priorities
- Commitment to fostering a supportive and encouraging learning environment
- Excellent communication and interpersonal skills in a team environment
- Demonstrate respect for equal opportunities and respect for race and diversity

## IT WOULD BE GREAT IF YOU HAVE

- A degree from any discipline
- Post qualification experience teaching at B2 level and above
- Experience teaching Business English

## OTHER INFORMATION:

Other TEFL qualifications may be accepted if they have been validated by an external body and include a minimum of 6 hours observed practice.

Our programmes cater for children and teenagers, aged between 8 and 17 years old  
We will provide you with accommodation and meals at no cost to yourself

The role can be either residential or non-residential, depending on your location

You will report directly to the Director of Studies throughout your employment



## ACADEMIC DUTIES

- Under the guidance of the senior academic staff, you will prepare business skills EFL lessons and adapt existing materials to suit your students' needs and abilities
- Deliver lessons with the aim of achieving the objectives of the syllabus and to the standards set out by your Director of Studies, and the syllabus
- Student behaviour will be managed effectively to allow each learner to experience an academically fulfilling environment
- Always encourage student participation through a positive and enthusiastic approach to your work
- There will be a requirement for you to be observed by your line manager.



## ADMINISTRATIVE DUTIES

- All teachers must attend staff meetings, as and when necessary
- As a teacher, you will keep all administration up-to-date. This will include class registers, work records and student reports. These are to be completed in a professional and timely manner, as delegated by the Director of Studies
- As you will be asked to evaluate students' performance you are expected to remain impartial, fair and to closely follow the assessment criteria provided.



## STUDENT WELFARE

- Every member of staff must read and comply with Oxford International Juniors Programmes' Child Safeguarding policy at all times
- You will deliver engaging lessons for the students, creating a fun yet safe environment



## OTHER DUTIES

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies whenever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- Carry out and/or consult risk assessments whenever required
- Attend all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Commit to being a positive role model through your employment
- Carry out all other reasonable tasks



# A DAY IN THE LIFE OF A BUSINESS ENGLISH EFL TEACHER

This will give you a taste of what life is like on a typical day as a Business English EFL Teacher

- 7:30** I have breakfast and catch up with my colleagues. Coffee is a must at this time!
- 8:30** I attend a meeting with the other teachers and DoS to run through any last minute changes and lesson plans
- 9:00 - 12:30** For most of the morning I will be delivering Business English 'input' sessions. The information I give will help them during their Project Development sessions, ready for their presentation later in the week.
- 12:30 - 13:30** Now it is time for a well-earned lunch break. I will be catching up with my co-teacher briefing them on the progress of the class and discussing the morning classes with my other colleagues
- 14:00 - 17:00** I get to teach my finance session from the morning again to a new group of students. I'll adapt the content to the needs of the students and offer as much support as possible.
- 18:00 - 19:00** It's dinner and the day is almost over. I just need to catch with my DoS and the others to make sure there have been no changes to tomorrow's timetable.

## Legal Information

Oxford International Junior Programmes is committed to safeguarding and promoting the welfare of children. As such, all successful applicants will: be asked to explain any work and/or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children; show evidence of entitlement to work in the UK.



## PAY INFORMATION

As a Business English EFL Teacher, you will earn £380 plus 12.07% accrued holiday pay. (£380 + £45.87 (12.07% holiday pay) = £425.87)

The role requires you to work up to 42 hours per week, which is made up of session planning, attendance to regular meetings alongside the delivery of input sessions. Due to the nature of the programme some evening and weekend work will be required.



## WHY OXFORD INTERNATIONAL JUNIORS?

We are a highly respected organisation, being named winner of the 2018/2019 Educational Tour Operator of the Year by iStudy Guide.

With over 25 years' experience, employing thousands of seasonal staff, we know how to provide you with a rewarding and meaningful workplace experience.

We will provide you with a professional and fun platform to develop your experiences working with children and teenagers.

Our values drive what we do - we care not just about our students, but our staff too.

## OUR CORE VALUES

At Oxford International Education Group, we pride ourselves on our Core Values. They define who we are, how we work and guide how we act with each other.



We build relationships through trust, honesty and respect



We put our students and their goals at the heart of everything we do



We love what we do and strive for excellence



We are not afraid to be different and we celebrate innovation



...and we believe a smile goes a long way

## Contact us

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