

# EFL Teacher

As an EFL Teacher with Oxford International Junior Programmes, you lie at the heart of what we do delivering a high quality English language lessons to children and teenagers between the ages of 8-17.

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.



Our students travel from across the world to attend our programmes. Typically, students will receive 15 hours English language tuition per week supplemented with a comprehensive programme of activities and excursions. Oxford International Junior Programmes provides course books and teachers' books which are the foundation for planning and teaching.

## YOU NEED TO BE

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

## YOU MUST HAVE

- Native or near native level of English
- Degree and a CELTA, Trinity TESOL and/or QTS in English or a Modern Foreign Language
- Experience delivering engaging and interactive English language lessons
- The ability to use different strategies for effective classroom management with a commitment to student-centred learning
- The skills to develop and adapt materials to suit the students' needs
- Experience using a variety of teaching strategies and methods
- 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

## 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 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 in your Teacher Handbook and/or the Oxford International Junior Programmes syllabus
- Student behaviour will be managed effectively to allow each learner to experience an academically fulfilling environment
- You will always encourage student participation through a positive approach to your work
- There will be a requirement for you to be observed by a TEFL Q qualified observer. In some cases you may also be observed by a group leader.



## 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



## STUDENT WELFARE

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



## OTHER DUTIES

- As a teacher, you will take on two extra-curricular activity session per week
- All teachers will participate in break-time and meal supervision
- 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 EFL TEACHER

This will give you a taste of what life is like on a typical day as an EFL Teacher\*

7:30	I have breakfast and catch up with my colleagues.
8:30	I attend a meeting the morning meeting with the other teachers and DOS
9:00 - 10:30	I teach lesson 1
10:30 - 11:00	Break or break time supervision
11:00 - 12:30	I teach lesson 2
12:30 - 13:30	I have lunch
13:45	I go to the teachers room and check the teachers board for any updates
14:00 - 15:30	I teach lesson 3
15:30 - 16:00	Break or break time supervision
16:00 - 17:30	I teach lesson 4
17:30	I attend the evening academic meeting and complete all my daily administration
18.00	It's time for dinner and after that it is time to prepare for tomorrow's lessons
20.00	It is my weekly on-site activity duty and tonight I am running a conversation club

\*Please note that the levels taught may change and lesson times given may vary to meet the operational demands of each centre

### 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 an EFL qualified Teacher, you will earn £430 plus 12.07% accrued holiday pay.  
As an EFL non-qualified Teacher, you will earn £380 plus 12.07% accrued holiday pay.  
(£430 + £51.90 (12.07% holiday pay) = £481.90)

The role requires you to work up to 42 hours per week, including 30 hours of classroom time, and 12 hours which will cover 1 activity session, meal and break supervision, administration, report writing and attendance at regular meetings or 60 hours of teaching time and 24 hours of other duties in a two week turn. Due to the nature of the programme some evening and weekend work will be required. All teachers have 2 non-consecutive days off in 14 days.



## 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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