

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 of English language tuition per week supplemented with a comprehensive programme of activities and excursions. Our activity programme consists of both daytime and evening activities as well as half-day and full-day excursions to attractions and places of cultural interest.

YOU NEED TO BE

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

YOU MUST

- Have a proficient level of English in speaking and writing
- Have a degree plus a CELTA, Trinity TESOL and/or QTS in English or a Modern Foreign Language
- Have experience delivering engaging and interactive English language lessons
- Have the ability to use different strategies for effective classroom management with a commitment to student-centred learning
- Have the skills to develop and adapt materials to suit the students' needs
- Have experience using a variety of teaching strategies and methods
- Have a flexible approach to your work, along with the ability to cope with changing priorities
- Be committed to fostering a supportive and encouraging learning environment
- Have 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.

The role is residential with accommodation and meals provided for you at no cost.

You will report directly to the Centre Manager throughout your employment.

You will be managing a team of Activity Leaders who may (in some cases be older than you) you will need to have the confidence to manage them effectively.



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



Administration 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 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 the company's staff training weekend (where applicable)
- 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 throughout 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 - 11:30	Break or break time supervision
11:30 - 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



PAY INFORMATION

As a EFL Teacher, you will earn between £380 - £430 per week plus 12.07% accrued holiday pay.

The role requires you to work up to 42 hours per week, including 30 hours of classroom time, and 12 hours which will cover any of the following: 2 activity sessions, 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 30 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.



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.