

# SENIOR EFL TEACHER

In this diverse role, you will teach, offer guidance to newly qualified teachers and provide some administrative support for the DOS, striving to deliver a high quality academic experience for our students.

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 at least 2 years' post qualification experience and 1 year experience teaching junior learners
- Have the drive to work collaboratively and contribute to team success
- Have the ability to develop and adapt materials to suit the students' needs
- 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

## IT WOULD BE GREAT IF YOU HAVE

- DELTA, Trinity Dip. Tesol or an MA in TESOL
- Experience working in a residential setting with junior learners

## 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
- Always encourage student participation through a positive and enthusiastic approach to your work
- Student behaviour will be managed effectively to allow each learner to experience an academically fulfilling environment
- Substitute for teachers if and when required
- There will be a requirement for you to be observed for quality assurance
- Offer appropriate and timely support to newly qualified teachers in matters of classroom management, lesson planning and course administration



## Administration Duties

- All teachers must attend staff meetings, as and when necessary
- Assist the DOS with academic administration and/or professional development sessions
- Keep all administration maintained. 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 DOS
- Assist with student and teacher inductions as and when necessary



## 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 Senior EFL Teacher

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

- 7:30** have breakfast and catch up with my colleagues. Coffee is a must at this time!

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- 8:30** I attend a meeting with the other teachers and DoS to run through any last minute changes and lesson plans

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- 9:00 - 12:30** I am teaching in the morning, making sure my lessons are fun and engaging for the students.

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- 14:00 - 14:30** I have a brief catch up with my DoS on the administrative requirements for the afternoon. I will have to move a few students to a new class, check absences and make sure the welfare team are informed. We also discuss ways to help teachers that are behind on their paperwork

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- 14:30 - 15:00** I plan my lessons for tomorrow

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- 16:00 - 17:30** Whilst the teachers are in their final lesson for the day, I make sure their paperwork is all up-to-date, including: checking absence records; schemes of work; attendance and evaluations

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- 18:00 - 19:00** I have offered my support to a newly qualified teacher who is anxious about not having enough material. This 'supervised lesson planning session' is a great opportunity to help develop the skills of the teacher and offer guidance based on my own experiences

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- 19:30** Before I finish for the day I have a learner support session to answer students' questions and offer some guidance where necessary

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- 20:00** I have a quick sit down with the DoS to chat through the day's events and we discuss the plan of action for tomorrow

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

### Contact us

**Head Office:** 259 Greenwich High Road, London, SE10 8NB  
**Phone:** +44(0)208 312 8072  
**Email:** [recruitment@oxfordinternational.com](mailto:recruitment@oxfordinternational.com)



## PAY INFORMATION

As a Senior EFL Teacher, you will earn between £450 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.

**Instagram:** [@ojijuniorprogrammes](https://www.instagram.com/ojijuniorprogrammes)  
**Website:** [www.oxfordinternationaljuniors.com](http://www.oxfordinternationaljuniors.com)  
**Facebook:** [facebook.com/oxfordinternationaljunior](https://facebook.com/oxfordinternationaljunior)

