



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.

About Us

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



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 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

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 to the Director of Studies throughout your employment. The Centre Manager is the final decision-maker.

A Day in the Life

This will give you a taste of what duties you undertake as an EFL Teacher

AM sessions

08:00 - 12:00*



Breakfast - I use this time to catch up with your colleagues



I attend a meeting with the other teachers and DoS



I teach the morning lessons

PM sessions

14:00 - 17:30*



Lunch - I use this time to relax and reflect on the AM lessons



I attend a CPD session



I teach the afternoon lessons

EVE sessions

20:00 - 22:30*



Dinner - I use this time to catch up with my colleagues



I work on my students' reports and plan my lessons for tomorrow

**Please note levels and timetable may vary to meet the operational demands of each centre*

Pay Information

- As an EFL Teacher, you will earn between £425 (non-qualified) - £475 (qualified) per week + holiday pay.
- The role requires you to teach up to 30 hours over 6 days per week. It also includes basic administration duties (registers, record of work), report writing and attending regular meetings/CPD sessions; or 60 hours of teaching time in a two week turn. Due to the nature of the programme some weekend work will be required.
- In a two-week period, OIEG cannot guarantee 2 consecutive days off.

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.

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 if you are new member of staff and 1 reference if you have worked with us in the past 12 months; show evidence of entitlement to work in the UK.

Contact us

Head Office: 259 Greenwich High Road, London, SE10 8NB

Phone: +44(0)208 312 8072

Instagram: [@oijuniorprogrammes](#)

Email: recruitment@oxfordinternational.com

Facebook: facebook.com/oxfordinternationaljunior

Website: www.oxfordinternationaljuniors.com