



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.

About Us

The Masters is a unique international competition for teams of bright and confident high school students, which offers a platform to develop the entrepreneurial knowledge and skills they will need in their future careers. 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 the ability to deliver engaging English language lessons focussed on business concepts and vocabulary, using different strategies for effective classroom management
- Develop and adapt materials to suit the students' needs, teach using a variety of teaching strategies
- 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 HAD

- Post qualification experience teaching at B2 level and above
- Experience teaching Business English
- Background or keen interest in business



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



Administration Duties

- All teachers must attend staff meetings, as and when necessary
- As you will be asked to evaluate students' performance you are expected to remain impartial, fair and to closely follow the assessment criteria provided.
- 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 life is like on a typical day as a Masters Business English EFL Teacher*

AM sessions

08:00 - 12:00*



Breakfast - I have breakfast and catch up with my colleagues. Coffee is a must at this time!



I attend a meeting with the other teachers and DoS to run through any last minute changes and lesson plans



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.

PM sessions

14:00 - 17:30*



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



I attend a CPD session



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.

EVE sessions

18:00 - 20:00*



It's dinner and the day is almost over. I just need to catch up with my DoS and the others to make sure there have been no changes to tomorrow's timetable.



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

*Please note activities and timetable can vary depending on campus and programme

Pay Information

- As a Business EFL Teacher, you will earn £345 per week + holiday pay.
- The role requires you to work up to 42 hours per week, including up to 30 hours of classroom time, and 12 hours which will cover any of the following: administration, report writing, attendance at regular meetings, and assisting the Director of Studies in whatever needs they have; 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 academic staff have 2 non-consecutive days off in 14 days.
- A conditional bonus will be available at the end of your contract depending on centre results *only applicable during summer, and you will get all the bonus details once you have been selected for the position

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

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