



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.

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 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 HAD

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



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

MISC

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 Senior EFL Teacher*

AM sessions

08:00 - 12:00*



Breakfast - I use this time to catch up with my 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 deliver a CPD session



I have a brief catch up with my DoS on the administrative requirements for the afternoon: 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

EVE sessions

18:00 - 20:00*



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 experience



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



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

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

Pay Information

- As a Senior EFL Teacher, you will earn £500 per week + holiday pay.
- The role requires you to work up to 42 hours per week, including up to 32 hours of classroom time, and 10 hours which will cover any of the following: administration, report writing, attendance at regular meetings/CPD sessions, and assisting the Director of Studies in whatever needs they have; or 64 hours of teaching time and 20 hours of other duties in a two week turn. Due to the nature of the programme some evening and 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

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