

**Job Description & Specification – Bloomsbury International**

Job title:	EFL Teacher
Reports to:	DoS/A-DoS/Academic Support
Job Purpose	To play a vital role in the development and continuance of our reputation as a school of high standards and to deliver English lessons to a high standard of excellence.

Specification – Criteria	Essential	Desirable
Degree or equivalent	Yes	
MA or equivalent		Yes
DELTA or equivalent		Yes
CELTA/Trinity Cert TESOL	Yes	
Proven experience in teaching different CEFR levels	Yes	
Experience teaching exam classes e.g. IELTS TOEIC		Yes
To be able to implement a variety of teaching methods and approaches	Yes	
A commitment to teaching and language learning	Yes	
To be able to manage time effectively	Yes	
Proven ability to organise and manage own work productively	Yes	
Proven administrative and record keeping skills of a high standard	Yes	
Proven ability to plan and prepare lessons	Yes	
IT skills to be able to use a range of computer software packages	Yes	

Job Description – Key areas of responsibility

Teach classes based on students' needs, providing lessons with a balance between language systems and skills. Establish clear learning goals and assist the students to achieve them.
Prepare lessons and materials appropriately to a standard necessary to fulfil those learning goals, including the setting and marking of homework.
Continually assess students using a variety of methods.
Keep daily records of work and file them in accordance with current policy
Promote a positive attitude to teaching and to school life in general.
Participate in Bloomsbury Continuing Professional Development (CPD) sessions.
Be aware of absenteeism and late arrivals procedures.
Liaise regularly with the DoS and other teachers regarding the progress of students.
Participate in weekly department meetings with Academic Team.
Prepare progress reports (incl. end-of-course reports) and make them available to students upon request
Provide students with essential information about their progress (tutorials)
Encourage learner autonomy and demonstrate the ability to manage learning activities and interactions effectively to engage students.
Show sound knowledge and awareness of the linguistic systems of English and provide appropriate models of both spoken and written English.
Teach lessons based on a coherent sequence of activities leading to relevant learning outcomes.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organisation.