

Hello, we're The English Studio!

The English Studio is a language provider passionate about delivering life changing experiences that really make a difference to our customers worldwide. We are a young, energetic, fun and fast paced business to work for offering excellent opportunities to ambitious people (like us!).

Diversity is at the heart of our business as we welcome students to our schools from every corner of the globe on a daily basis. We apply the same ethos to our staff rooms - London and Dublin based teams bring expertise from all over the world which contribute to an exciting, dynamic and forward-thinking environment. If being part of our successful team sounds like an opportunity you can't let pass you by, this role might just be for you...

English Teacher (London)

Duties and Responsibilities

You will be working in a team of EFL teachers to deliver effective EFL programmes. You will be expected to work with all teachers and Academic Managers and liaise with all staff at the school to fulfil the duties of the role.

Inside the Classroom

- Teaching on a range of EFL courses and clubs of varying age groups as required and in line with the set syllabus schedule devised by the Academic Management team and the needs of the learners.
- Teaching lessons according to the teacher handbook and all PDR and accreditation criteria for your role.
- Monitoring student progress through review tests and adapting these to the needs of the class if necessary.
- Providing cover for absent teachers according to the needs of the school.
- Ensuring that all students receive the necessary amount of time designated for tutorials.

Academic Duties outside the Classroom

Appropriate planning and preparation of lessons (including gathering of resources, devising, writing and producing new materials including authentic audio and visual resources, photocopying, setting up of technical equipment etc. in advance of class commencement).

Completing all administration relating to your classes and your role in a timely manner and to the standard required, including detailed records of all teaching work, homework set and materials used, progress and test results and information relevant to students.

- Leaving sufficient information for cover teachers in the event of being unavailable to teach.
- Completing schemes of work in advance (and amending to reflect changes in lesson content).
- Setting, marking and correcting of homework of students in your classes and any students assigned to you and providing appropriate feedback on oral and written work in accordance with the staff handbook.
- Supporting, monitoring, assessing and maintaining records of the progress and attainment of students through the giving of tests and tutorials and providing or contributing to oral and written assessments in the form of tutorial documentation/reports and references relating to individual students and groups of students.
- Assisting in placement testing and assessing the level of new students when required.
- Invigilating and participating in arrangements for public examinations held at the school if required.
- Assessing students for the purposes of public examinations, recording and reporting such assessments.

- To undertake other duties such as accompanying students on educational and cultural visits as required, or any other duties as management may, from time to time, reasonably require, commensurate with your position.

Continuous Professional Development

- Participating in arrangements for future training and professional development as a teacher.
- Reviewing methods of teaching and programmes of work through Professional Development Reviews and observations, and in discussion with Academic Management staff.
- Participating in all observation programmes, for both developmental and quality control purposes.
- Participating in professional development and keeping personal records of this to present at PDRs and other meetings.
- Attending all staff meetings and teacher development seminars as required and contributing ideas for the continual gathering and development of academic resources.
- Giving seminars/workshops during meetings to aid personal and professional development of all staff.
- Attending any outside or in-house seminars deemed necessary for purposes of staff development.
- Keeping up to date with developments in the EFL industry, new resources, methods and objectives by researching new topic areas, maintaining up-to-date subject knowledge and applying these to classroom practice where appropriate.

Communications and Collaboration

- Co-operating with the Head of School, Academic Director, and the Academic Managers and other teachers on the preparation of courses, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- Liaising with other teachers, colleagues and professionals.
- Attending staff meetings and teacher-development seminars; participating in departmental meetings and whole-school training events.
- Being familiar with the staff handbook and any relevant updates.
- Supporting and advising new and less-experienced or less-qualified teachers.
- Assisting in handing out and collecting student questionnaires.
- Participate in observations for CELTA trainees, agents and other internal or external clients, according to business needs.

Student Welfare

The wellbeing of our students is of vital concern to every member of staff. Any problems or areas that cause any suspicion of possible problems should be reported to the designated Welfare Officers (Operations Manager). All staff members are expected to help to resolve any problems that students may have while studying at the school by the following:

- Overseeing the general welfare of all students in the classes taught and if necessary referring them to the correct channel of communication within the school.
- Undertaking pastoral duties, such as taking on the role of tutor, and supporting students on an individual basis through academic difficulties.
- Managing student behaviour in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehaviour.
- Ensuring that all students receive the necessary amount of time designated for tutorials.

Student Welfare

- Assisting in the maintenance of the school buildings ensuring the resources, classrooms, staff room, kitchen and common areas are kept in a tidy and presentable fashion and informing the relevant person of any maintenance required.

- Complying with Experience English policies including those relating to Child Protection, Abuse, Equal Opportunities and Health and Safety.
- Completing registers at the beginning of every lesson or in the manner instructed and notifying the correct member of staff via the correct channels of any absence in a timely manner.
- Ensuring learners are clear about any relevant regulations pertaining to the school.

Job Type: Full Time- Monday to Friday

Salary: Competitive rates for working and living in London

Qualifications and Skills/ Qualifications and experience:

- Essential
 - o British Council recognized teaching qualification, at least TEFLI (CertTESOL, CELTA or equivalent)
 - o Native speaker level in written and spoken English
 - o Experience using a variety of teaching materials, including own teaching materials
 - o All applicants must be eligible to work in the UK
 - o Safeguarding basic awareness
- Desirable
 - o DELTA or equivalent
 - o Summer school experience
 - o Experience/qualifications in sports, art, music or drama
 - o First Aid

Please send your CV and covering letter to Mike Mooney at <mailto:Mike.mooney@englishstudio.com>