

**4. JOB TITLE:                   TEACHER OF ENGLISH**

**REPORTS TO:                   Assistant Head of Institute**

### **JOB PURPOSE**

Prepare and deliver material that facilitates and enhances the students' proficiency in the use of the English language in the workplace.

### **Key Responsibilities**

- Establish and communicate clear objectives for all learning activities and communicate to students.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Support students through counseling with academic problems and encouragement.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations.
- Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.
- Maintain accurate and complete records of students' progress and development.
- Complete term reports on students as well as reports on other activities as required by management.
- Protect students from all forms of abuse.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Enforce all administration policies and rules governing students.

- Observe and evaluate students' performance, behavior, social development, and physical health.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of school.
- Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Guide and counsel students with adjustment and/or academic problems, or special academic interests.
- Confer with parents or guardians, other teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of school programs such as:
  - Safeguarding
  - Gender programming
  - Community project
  - School-to-work
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  - transitions
  - Workplace experience
- Agree performance objectives and targets with the Director of Studies at the beginning of every academic year and prepare self-assessments for performance appraisals.
- Carry out any other duties that may be assigned from time to time.

## **Qualifications and Experience**

### **Teacher of English**

- A Bachelors' degree with a specialization in English Language, from an accredited institution of higher learning.

- The ideal candidate would have prior experience working with young adults and must have strong teaching and behavior management skills.
- Meet professional teacher education requirements of a good school.
- Single subject teaching credential or having taught a specialized subject over a period of time.
- Excellent verbal and written communication skills.