

## English Language Teacher: *FUTURE SUCCESS* & General English

### Job description

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|---|---|-------------------------------|---|
| <b>Job Title</b>  | <b>English Language Teacher: <i>FUTURE SUCCESS</i> &amp; General English</b>                                |                               |   |
| <b>Department</b>   | Academic  | <b>Line Manager(s)</b>        | Director of Studies   |
| <b>Contract details</b>   | Full time or Part time  | <b>Contact hours per week</b> | <b>30-hours</b> between 9am-5pm<br>or<br><b>20-hours</b> between 9am-1.30pm |
| <b>Location of post</b>   | <b>Bournemouth, England</b><br>Main site: Capital School of English, 324 Wimborne Road, Winton, Bournemouth |                               |   |
| <b>Purpose of job</b>   |   |                               |   |
| To be prepared to act as course tutor and deliver workshops on the <i>FUTURE SUCCESS</i> course in accordance with the course plan.<br>To plan, prepare and deliver exceptional General English lessons that meet CSE's organisational standards, and the needs and expectations of the learners throughout their time in your lessons.   |   |                               |   |
| <b>Capital School of English (CSE)</b>  |   |                               |   |
| CSE's mission statement is:<br><b>"To provide an exceptional standard of English language education and to maximise the individual potential of each overseas student seeking assurances in terms of value, quality and opportunity."</b>   |   |                               |   |
| <b>Accountabilities</b>   |   |                               |   |
| To support CSE's mission statement by: <ul style="list-style-type: none"> <li>Delivering teaching to exceptional standards of ELT.</li> <li>Enhancing CSE's reputation within the field of ELT.</li> </ul>  |   |                               |   |
| <b>Responsibilities</b>   |   |                               |   |
| <ul style="list-style-type: none"> <li>Ensure teaching meets learners' needs and expectations.</li> <li>Ensure teaching meets CSE's organisational standards.<br/>See 'Teaching and Learning Policy' <a href="http://capitalschool.co.uk/privacy-policy-statements/">http://capitalschool.co.uk/privacy-policy-statements/</a></li> <li>Develop and maintain good working relationships with colleagues, learners and external partners.</li> </ul>   |   |                               |   |
| <b>Main duties</b>  |   |                               |   |
| <b><i>FUTURE SUCCESS</i> TUTOR</b>  |   |                               |   |
| <ol style="list-style-type: none"> <li>To be prepared to act as course tutor for the <i>FUTURE SUCCESS</i> course in accordance with the CSE course syllabus. To facilitate the development of the student projects through tutorials and feedback, individually and with student teams. To meet the needs of the learners and consider individual learning styles and differentiation within the group.</li> <li>Assess learner progress and provide regular feedback to assist continued improvement throughout the course, and encourage learner autonomy and learning opportunities available outside the hub.</li> <li>Being familiar with the features used by learners on the online platform in order to facilitate their use.</li> <li>Contribute to the development, evaluation and improvement of the <i>FUTURE SUCCESS</i> course and add resources as appropriate to the online platform.</li> <li>Complete administrative tasks related to acting as the general tutor on a <i>FUTURE SUCCESS</i> course. These include:           <ul style="list-style-type: none"> <li>Maintaining accurate and up-to-date session records on a daily basis.</li> <li>Managing the online platform during each <i>FUTURE SUCCESS</i> course – adding and removing</li> </ul> </li> </ol> |   |                               |   |

users, keeping the learners' timetable up-to-date, adding resources, briefs, additional resources as required.

- Maintaining attendance records for each session and informing the Academic Administrator of student absences on a daily basis.

#### GENERAL ENGLISH TEACHER

6. Plan, prepare and deliver lessons with clear teaching objectives that meet the needs of the learners, considering individual learning styles, differentiation within the group, appropriacy of content, and teaching techniques, guided by CSE's syllabus.
7. Assess learner progress and provide regular feedback to assist continued improvement throughout their course, and encourage learner autonomy and learning opportunities available outside the classroom.
8. Contribute to the development, evaluation and improvement of CSE's courses and materials, in order to meet learners' needs by being an active member of the Academic Team.
9. Complete administrative tasks related to teaching to CSE's standards. These include:
  - Complete and submit weekly lesson plans.
  - Maintain accurate and up-to-date work records on a daily basis.
  - Inform the Academic Administrator or Reception about student absences.
  - When required, write End of Course reports.

#### BOTH ROLES

10. Participate in continuing professional development (CPD) sessions to ensure CSE's standards in teaching and learning are maintained.
11. Ensure safeguarding and the welfare of young people and vulnerable adults is maintained to CSE's standard. See 'Safeguarding' policy

#### Other important features or requirements of the job (e.g. accommodation, restrictions of employment)

- A general tutor for a **FUTURE SUCCESS** course works with the students to facilitate their development of projects and they need to be able to work with the online platform that the students use to collaborate. There will be an induction to the online platform and shadowing opportunity of an existing course tutor prior to starting in the position.
- As a General English teacher CSE's syllabi are designed based on industry standard course books. Teachers are encouraged to supplement with appropriate resources and their own materials. Lessons should focus on Reading, Writing, Listening, Speaking, Grammar and Vocabulary.
- Attend compulsory CPD sessions which may occur during the contract period.

#### Key relationships

Internal:

- Academic Team (DOS, Academic Administrator and other teachers).
- The CSE Student Services

External:

- Learners
- Partners (homestay providers, Educational Travel Operators, group leaders and parents)

#### Remuneration

Pay (per contact hour): £14.00 – £15.00