

(Summer Term) English Language Teacher: General English

Job description

Job Title	(Summer Term) English Language Teacher: General English		
Department	Academic	Line Manager(s)	Leanne Priestley, Director of Studies
Contract details	18 th June / 2 th June / 2 rd July / 9 th July Fixed term, initial 4 weeks with the possibility to extend	Contact hours per week	30-hours (9:00m-12:15pm & 13:45-17:00) 26.25 hours (9:00-12:15, 12:45-13:30 & 13:45-15:15) or 10:45-12:15, 12:30-13:30 & 13:45-17:00) 18.75 hours (9:00-12:15 & 12:45-13:30 or 12:30-13:30 & 13:45-17:00)
Location of post	Bournemouth, England Main site: Capital School of English, 324 Wimborne Road, Winton, Bournemouth AUB: Capital School of English, Arts University Bournemouth campus		
Purpose of job			
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.			
Capital School of English (CSE)			
CSE's mission statement is: "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."			
Accountabilities			
To support CSE's mission statement by: <ul style="list-style-type: none"> • Delivering teaching to exceptional standards of ELT. • Enhancing CSE's reputation within the field of ELT. 			
Responsibilities			
<ul style="list-style-type: none"> • Ensure teaching meets learners' needs and expectations. • Ensure teaching meets CSE's organisational standards. See 'Teaching and Learning Policy' http://capitalschool.co.uk/privacy-policy-statements/ • Develop and maintain good working relationships with colleagues, learners and external partners. 			
Main duties			
<ol style="list-style-type: none"> 1. 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. 2. 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. 3. 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. 4. Complete administrative tasks related to teaching to CSE's standards. These include: <ul style="list-style-type: none"> • 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.
5. Participate in continuing professional development (CPD) sessions to ensure CSE's standards in teaching and learning are maintained.
 6. 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)

- Attend staff induction day on Saturday, June 30th 2018 from midday-5pm and Sunday July 1st 2018 from 11am-3pm. Paid at £90 for the weekend.
- 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 (Wednesday 11th July, 5.15pm-6.15pm and Wednesday 22nd August, 5.15pm-6.15pm).

Key relationships

Internal:

- Academic Team (DOS, Academic Administrator and other teachers).
- The CSE administration team

External:

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

Remuneration

Pay (per contact hour): £13.50 – £15.00

Accommodation

Private en-suite accommodation can be arranged by CSE. It is available from June 23th 2017 – August 26th 2017.