



Hurtwood House

## Job Description and Person Specification: Teacher of ESOL (part-time)

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### Main duties and responsibilities:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Under the direction of the Head of Department, plan and prepare courses and lessons that reflect the requirements of the scheme of work
- Teach, according to their educational needs, the groups assigned to you, including the setting and marking of work
- Set work which can be graded each week
- Inspect all student files at least twice a term and insist they are kept in good order
- Promote the general progress and well-being of students in your care
- Provide students with guidance on educational and social matters relating to their studies and future careers
- Maintain good order and discipline with your students both inside and outside the classroom
- Provide a detailed report on each student each term
- Communicate and consult with parents and other persons or agencies outside the school as required
- Participate in arrangements for preparing students for their external examinations including marking and recording non-examined assessment if appropriate
- Participate in meetings, particularly the Monday staff meeting, weekly department meetings, curriculum group meetings and any meetings with parents
- Review methods of teaching and programmes of work
- Keep all teacher materials up-to-date
- Work closely with the Head of Department and assist with schemes of work and resource needs
- Promote ESOL teaching and learning in the school and on the website
- Take good care of your teaching space and all teaching materials provided by the school
- Set work for your classes if you are away from school for any reason
- Safeguard the Health and Safety of students in your care
- Invigilate if asked to by the SMT
- Provide individual help for students as required
- Dress appropriately at all times – the male dress code includes a tie
- Carry out general duties and responsibilities as deemed reasonable by the SMT

### Person specification:

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A good degree from a recognised university either in the UK or overseas.  CELTA / Trinity Certificate TESOL.	A PGCE or other post-graduate ESOL teaching qualification.  DELTA / Trinity Diploma TESOL.
<b>Experience</b>	A minimum of three years' experience teaching a range of EFL classes.	Familiarity with IELTS teaching and assessment.
<b>Personal competencies and qualities:</b>	The motivation to work with children and young people.  The ability to form and maintain appropriate relationships and personal boundaries with children and young people.  A positive attitude to the use of authority and maintaining discipline.  Stamina and good health.	A good sense of humour.  A calm demeanour.  A perceptive understanding of teenagers and their 'needs' and 'expectations'.  A flexible approach to teaching and a willingness to learn.  An even-handed approach in all matters.