



job description

Job Title: EFL Teacher

Reports to: EFL Course Director

Job Purpose:

Your primary role as an EFL Teacher is to deliver the academic elements of the language course. You will take teaching responsibility for a group during their stay and deliver lessons and classroom projects as requested by your Course Director. You will teach with a focus on practise of communicative language, providing a stimulating, challenging and enjoyable learning experience for students

Key Objectives:

Objective 1: Deliver the academic content English Language Programme to a high standard.

- Communicate with the Course Director to discuss the groups' ability levels and objectives.
- Prepare and deliver suitable sessions based on the PGL Scheme of Work and 'Can do' statements provided.
- Maximise the use of resources provided to deliver fun, interesting and informative lessons.
- Manage the classroom effectively in terms of behaviour and discipline. Encourage and motivate the students in class.
- Ensure resources are returned after each course as instructed by the Course Director.
- Assist with the placement tests for students on arrival; assist in marking of the tests and efficient placing of students as required by the Course Director
- Ensuring that all class paperwork is properly completed including daily records of work, student workbooks and student end of course reports

Objective 2: Contribute to the general positive experience and pastoral care of guests throughout their PGL programme.

- Respond to individual guest's needs and engage other members of staff where necessary.
- Engage with students and Tour Leaders outside the classroom in an appropriate, professional manner.
- Assist with any emergency situations that might arise within the centre.
- Ensure that the guests realise their potential and gain maximum enjoyment during their stay.
- Assist at other centres across the PGL estate as required.



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Personal Specification

Qualifications / Experience:

	Essential	Desirable
Hold a Cambridge CELTA/Trinity Cert TESOL or equivalent qualification	✓	
Hold a University degree or equivalent qualification	✓	
Fluent English speaker	✓	
Previous experience of delivering in a classroom style setting	✓	
Good organisational skills	✓	
Ability to communicate effectively with others	✓	
Ability to work as part of a team & deliver results	✓	
Previous experience of working with or teaching children	✓	
GCSE Grade A-C English, Maths or Functional Skills L2 (or prepared to work towards)		✓
GCSE Grade D or above English, Maths or Functional Skills L1 (or prepared to work towards)	✓	

Competencies:

Takes responsibility for the delivery of an exceptional customer experience
Actively seeks customer feedback and uses it to improve the customer experience
Maintains regular two-way communication with team(s), external contacts or clients
Develops and maintains a meaningful relationship with the customer, builds customer loyalty
Uses appropriate verbal and non-verbal language. Produces written work that is structured, concise and uses correct grammar, spelling and punctuation
Daily tasks and activities are completed on time and to the required standard
Listens actively and asks questions to check understanding
Applies experience and common sense to understand issues and resolve problems
Manages own time and workload effectively to focus on best value activities.
Acts in a manner that supports the values of the organisation and benefits our reputation

Additional Information:

Right to Amend The company reserves the right to amend the job description in consultation with the member of staff to reflect changes in the role.

Safeguarding of Children Due to the nature of the role, all EFL Teachers employed by PGL are required to obtain satisfactory enhanced checks from the Disclosure and Barring Service (DBS) or a Protection of Vulnerable Groups Check (PVG), which PGL will pay for. Additionally all PGL staff will need to have received two satisfactory references prior to starting employment.

You have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with PGL.