### JOB DESCRIPTION

### Non residential Summer School Teacher Reports to: DOS

The Emerald Cultural Institute has over 30 years' experience in providing high quality English courses. From the moment our young learners arrive, ECI staff work hard to ensure that they are active, learning effectively and having the educational experience of a lifetime.

#### Main Purposes of the Job:

To deliver lessons in accordance with ECI standards which stimulate the student, and enhance their confidence in learning the language.

**Duties**

Pre-course set up

* Attend a teacher training and induction session prior to the course.

Teaching

* Teach 15 – 21 hours of English lessons on five days per week.
* Follow the framework syllabus with the focus on language skills in the morning lessons and interactive language use in the afternoon.
* Use recommended resource materials (or substitutes own resources in consultation with the DOS / Senior Teacher) and respects all copyright requirements.
* Ensure that feedback is provided to students.
* Complete academic records as required by the DOS / Senior Teacher (in particular class records of attendance, student reports and progress check results).
* Co-operate with the DOS / Senior Teacher and on occasions with third party agents, colleagues from language agencies, and accrediting Inspectors in the observation and evaluation of lessons.
* Assist with the welcome, induction and testing of students on the first morning.
* Attend staff meetings for briefing and discussion of academic and welfare matters.

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| **Qualifications and experience**   * Recognized ESL/EFL qualification * Experience working with teenagers | **Requirements of the Job**   * Arrival before course start date for training and induction. * Attendance on five days per week * DBS Certification |