



## Job Description

The following duties provide a general outline only and may need to be revised in order to meet the changing needs of the service.

## Principal Responsibilities

- To deliver classes as timetabled to clients of International House London
- To follow all IH London policies and procedures promoting successful learning in a safe and secure environment.
- To maintain the professional standards in teaching, classroom practice, out of class activity, administration and professional development as described in the IH Teaching competencies below.

## Main Teacher Competencies

The following represents a general outline only and is likely to be adapted to meet the changing needs of the School.

### Maintain professional standards in teaching

- have a good working knowledge of language systems and be able to clarify details for students;
- manage their classes effectively and involve all students fairly and equally;
- respect their students as language learners and as individuals;
- take the opinions of their students seriously and be sensitive to cultural issues (see Equal Opportunities and PREVENT Policy);
- demonstrate a genuine interest in their students and counsel students in areas relating to linguistic difficulties and future level needs;
- arrive in class in time to set up materials and greet students;
- comply in every regard with the IH Code of Professional Conduct for teachers (see Staff Handbook)

### Classroom Practice

- plan and execute lessons which are appropriate to their learners levels, needs and expectations;
- use teaching techniques and modes of delivery appropriate to students' level, ensuring a variety of activity, timing and pace;
- use learning materials which are up to date, and appropriate to the level, length and type of course being taught and acknowledge the source of any materials photocopied or adapted from published materials;
- be familiar with language learning/teaching materials from a wide range of sources;
- encourage their students to participate actively in class and to continue their studies outside class;
- provide appropriate guidance to students on how to improve their language level inside and outside of class including promoting learning strategies;

- provide evidence that their lessons have been adequately prepared, and that they form part of a logical scheme of work
- demonstrate an ability to apply the practical implications a detailed language needs analysis
- be familiar with effective modes of online lesson delivery

### Outside the Classroom

- induct their students adequately in the use of self-access facilities available (including SAC and Library)
- make appropriate use of available technology
- counsel students in areas relating to attendance and classroom behaviour

### Administration

- keep class registers up to date
- encouraging mid-course and end of course feedback from students
- fill in lesson record sheets promptly and accurately
- prepare timely academic reports as necessary
- being aware of safeguarding issues and reporting these immediately to a Designated Safeguarding person.
- be aware of the range of public examinations available to students, and be able to advise on the suitability of individual students for exam preparation classes
- if required, interview, place and advise new students regarding an appropriate course of study;
- know who to refer students to if they have problems with visas, accommodation, personal issues etc.

### Professional Development

- engage in on-going professional development; (for example, reading of journals and recently published materials, attendance at conferences, presentations, teacher development meetings)

### Person specification

<b>Essential Requirements</b>	<ul style="list-style-type: none"> <li>• First degree or equivalent level 6 qualification</li> <li>• Cambridge CELTA qualification or equivalent</li> <li>• Experienced in a range of post initial qualification teaching</li> <li>• Excellent inter-personal and communication skills.</li> <li>• Ability to work flexibly and as part of a team.</li> <li>• Ability to organise and manage workload.</li> <li>• Confidence to take initiative and work autonomously.</li> <li>• Be aware of and promote the Mission, Vision and Values of IH London.</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Satisfactory enhanced DBS check</li> <li>• Two satisfactory references</li> </ul>
<b>Desirable Requirements</b>	<ul style="list-style-type: none"> <li>• Relevant exam, YL or ESP teaching experience</li> <li>• IELTS Examiner</li> </ul>

Start Application