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## Job Description

### EFL Teacher

(Full and Part Time)

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#### LANGUAGE IN ACTION

Originally established in 2014, Language in Action is passionate about helping our students put their language skills to good use, by giving them unique learning experiences at our schools in the UK.

We put students in situations where they actively use their knowledge and their communication skills in real-life situations, and it's rewarding to see them using language in action. With our programmes, students gain so much more than classroom learning. Our students gain life experience, and a deeper understanding of the culture of the UK.

As part of Malvern International, Language in Action is perfectly placed to offer exciting and dynamic study experiences inside and outside the classroom.

#### OUR MISSION

Our mission is to provide international students with essential academic and English language skills, cultural experiences and the support they need to thrive in their academic studies, daily life and career development.

#### OUR VALUES



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#### Line Manager:

Director of Studies

#### Line Manager Reports to:

Centre Manager

#### Responsible for:

Teaching English as a foreign language to international students, usually aged 14-18. Responsible for welfare and safeguarding of all students in classroom and any other activity if necessary.

#### Purpose:

To improve the English language competence of programme participants by delivering lessons according to the agreed teaching plan and timetable and preparing students for the exams/tests. Cover for teachers, in the event of absence, will be provided by the Senior Teacher first, then the Director of Studies.



## General Responsibilities and Tasks

- Act in a professional and appropriate manner with all LiA/Malvern International's agents, clients, students, activity leaders, host campus staff, and other LiA staff; furthermore, not to engage in any activity which may bring LiA/Malvern International or the host campus into disrepute.
- Undergo online Safeguarding Training (Level 1) and online training for Prevent before the commencement of employment.
- Read, be fully conversant with, and act in accordance with the staff handbook, company policies, relevant Child Protection documents and all risk assessments prior to the start of the period of employment (documents supplied prior to the start of employment). Remain vigilant in all matters of student welfare and report issues or concerns to an appropriate member of staff immediately.
- Ensure that the company's health and safety guidelines are followed on and around campus.
- Ensure that teachers and students adhere to the code of conduct laid down by the company and report any incidents of misbehaviour to the appropriate member of staff.
- At all times, act in accordance with the company policies outlined in the staff handbook, maintaining an approachable, but professional and appropriate attitude towards all students, group leaders and staff.
- Be involved in any activity necessary for the smooth running of the centre and to improve students' experience.
- Take part in social activities and events as required from your line manager.

## Teaching

- Attend a training day, or days, prior to the start of the course, and thereafter to attend staff meetings deemed necessary by the Director of Studies or the Centre Manager.
- Prepare and deliver suitable lessons using the supplied teaching materials and keep all academic admin and paperwork up to date, including attendance registers, lesson plans and Schemes of Work.
- Arrive on site 20 minutes before the scheduled lesson start time and be available for 10 minutes at the end of lessons whenever necessary.
- Teach using the resources and material provided and according to the framework outlined at the training day and in the printed guidelines and Scheme of Work given to you.
- Take a register at the beginning of each class. Pass information on absences to the Senior Teacher directly (s/he will make daily classroom rounds to check student attendance).
- Keep clear written records of work covered and store this information in the designated place as instructed by the Director of Studies/Senior Teacher.
- Monitor the ability and progress of all students in your class, and raise any concerns regarding this, or other educational matters with the Director of Studies.



- Assist with all course related administration, and the completion and distribution of end of course reports and certificates.
- At all times, act in accordance with the company policies and code of conduct outlined in the staff handbook, maintaining an approachable but professional and appropriate attitude towards all students, group leaders and staff.
- Ensure that students adhere to the code of conduct laid down by the company and report any incidents of misbehaviour to the Director of Studies.
- Attend Fire drills on school premises and supervise students according to DoS guidelines.

### SAFEGUARDING DUTIES

- Supervise students during lessons and during breaks, and anytime it's necessary.
- Work in accordance with safeguarding policy and apply it to all activities.
- Check all students are present in class and report to DoS any absence, according to absence procedure.
- Ensure students are supervised by another member of staff before leaving.
- Liaise with ST and DoS daily to report any issue with students.
- Give students time slots to ask questions or report issues related to class/level etc. and liaise with DoS.

## Person Specification

### QUALIFICATIONS

#### Essential:

- A University degree
- TEFL certification (e.g. Cambridge CELTA/Trinity Cert TESOL)
- A current Enhanced DBS check or similar according to your country
- Numerical skills to undertake a variety of tasks, e.g. maintaining accounts for classroom activities, producing reports
- Literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence
- ICT skills, e.g. production of reports, correspondence, inputting / updating information
- Operate relevant equipment / complex ICT packages (e.g. Microsoft Office, Word, Excel, Outlook, IWBs and Smartboards)
- Eligibility to work in UK

#### Desirable:

- Summer school experience
- Experience with BC Inspection

### SKILLS AND EXPERIENCE

Professional attitude to teaching; excellent teaching skills; highly organised; energetic, motivated and personable; excellent communicator; strong awareness of cross-cultural considerations; a professional approach to problem solving; diplomacy and tact; enjoys working with children and young adults. Ability to work under pressure and in a stressful environment.

### ROOM AND BOARD

Where full board accommodation is provided an accommodation offset of £77 a week will be deducted from the salary.



### PLEASE NOTE

Short-term language courses, by their very nature, require a degree of flexibility. The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the company has the right to update your job description, from time to time, to reflect changes in, or to your job.

You will be consulted about any proposed changes.

### PAY AND CONDITIONS

Hourly rate: **£16.23** (gross rate).

Working hours will vary from centre to centre, and according to student numbers, but a typical teaching week will be over 30 contract hours. Holiday will be accrued in accordance with UK laws and regulations. It would be to your advantage to open a British bank account otherwise the only option we have for foreign accounts is to pay you at the end of the working period. All the international bank fees are paid by the employees and deducted from the salary. If you have a British bank account, you will be paid every four weeks.

### HOLIDAY AND HOLIDAY PAY

Due to the short nature of the contract the company stipulates that all holiday must be taken after an agreed date, in which case contracts will be extended to cover this period or paid out in lieu of holiday where it is not possible for the employee to take vacation at this time. Vacation will be provided in line with UK laws and regulations. The precise amount of holiday due to you depends on the number of hours you work but based on a 32.5-hour week - you will accrue approximately 4.4hours' holiday per week or 35.5 hours/4.5 days over the course of an 8-week employment term.

### HOW TO APPLY

To apply for this position, fill up the application form you find on our [website](#) and send a CV to [recruitment.lia@malvernplc.com](mailto:recruitment.lia@malvernplc.com).

### SAFER RECRUITMENT POLICY

Language in Action is committed to safeguarding and promoting the welfare of its students aged under 18 and expects all stakeholders and members of staff to share this commitment.

Language in Action operates a strict safer recruitment according to our safer recruitment policy and all staff will have checks made on their suitability to work with children prior to confirmation of employment. All applicants will be required to supply an up-to-date CV (all gaps will be investigated) and the contact details of 2 suitable references (including former employers) which will be followed up prior to employment. The referees will be asked specifically about applicant's suitability to work with children.

All staff will be required to undergo an Enhanced DBS (Disclosure & Barring Service) check unless they provide details of their DBS Update Service subscription. Appropriate local police checks will be required from applicants living overseas. If applicants lived for more than 3 months in different countries within the previous 5 years, they will be required to provide a police check from each different Police country Department.

All staff will be required to provide proof of identity and all relevant qualifications (originals only) – photocopies will be taken for our records. They will also be required to sign a 'Suitability to work with Children Declaration' to state that they are not barred from working with minors.

Offers of employment are subject to two satisfactory references and a satisfactory Enhanced DBS / police check.