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Brighton BN13XA****Phone: +441273661575**Email: [emiliano.sallustri@malvernplc.com](mailto:emiliano.sallustri@malvernplc.com)

## **Job description: EFL Teacher (Full and Part Time)**

**Line Manager:** Director of Studies**Line Manager Reports to:** Centre Manager**Responsible for:** Teaching English as a foreign language to international students, usually aged 14-17.**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 Trinity London GESE exam.

Cover for teachers, in the event of absence, will be provided by the Senior Teacher first, then the Director of Studies.

### **TEACHING RESPONSIBILITIES AND TASKS**

#### **GENERAL**

- Act in a professional and appropriate manner with all LIA/Malvern Junior's agents, clients, students, activity leaders, host campus staff, and other LIA/Malvern Junior staff; furthermore, not to engage in any activity which may bring LIA 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.

#### **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.

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- 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.

## **PERSON SPECIFICATIONS**

### **QUALIFICATIONS**

Successful candidates will have, as a minimum:

#### **Essential:**

- A university degree
- TEFL certification (e.g. Cambridge CELTA/Trinity Cert TESOL)
- A current Enhanced DBS check

#### **Desirable:**

- Summer school experience
- Knowledge of the Trinity London GESE exam

## **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.

## **PLEASE NOTE**

Short-term language courses, by their very nature, require a degree of flexibility. The tasks outlined in this job description are subject to change and it is expected that all Language in Action staff will assist in any tasks deemed necessary for the successful running of the centre and for which they can be considered qualified.

## **PAY AND CONDITIONS**

Teaching will be paid at a rate of **£14** per hour. 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. If you have a British bank account, you will be paid every two weeks.

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## ROOM AND BOARD

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

## 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 4.4 hours' 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, please fill in application form on our website (website address below) and send a CV and covering letter to [feliciana.ciancia@malvernplc.com](mailto:feliciana.ciancia@malvernplc.com) or use the link on the website to send a copy:

<https://www.languageinactionltd.co.uk/work-for-us>

## SAFER RECRUITMENT POLICY

Language in Action/MJ operates a strict safer recruitment policy and all staff will have checks made on their suitability to work with children.

All applicants will be required to supply an up-to-date CV and the contact details of 2 suitable references (including former employers) which will be checked prior to employment. The referees will be asked specifically about your suitability to work with children.

All employees 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.

All employees will be expected to provide proof of identity and all relevant qualifications (originals only) – photocopies will be taken for our records. All employees will be required to sign a Children Act declaration to state that they are not barred from working with minors.