

Overview

To deliver engaging EFL lessons to junior learners to a high professional standard and, to ensure that each student has a safe, enjoyable and beneficial experience with Oxford Spires International.

Teaching

- Plan, prepare and deliver engaging, communicative, and appropriate English lessons following the daily theme, using materials provided and/or your own resources
- Deliver and oversee placement testing on the first day of classes, including marking, for all new students
- Communicate regularly and effectively with fellow teaching staff and Senior Management to ensure that all students receive equal high standards of tuition
- Complete training and attend meetings as required

Student Welfare

- When required, assist with student supervision during break and lunch times (usually on a rota basis)
- Complete any necessary paperwork, eg registers
- All staff have a responsibility for implementing Oxford Spires International policies and procedures, and representing the school to the highest standard
- Help to maintain student behaviour, safety and welfare
- Supervise airport arrivals and departures as necessary
- Take part in rota for supervision of activities and full day off site excursions
- Help ensure that the students do not breach the rules of the school
- Be ready to assist at any time with an emergency situation, or where a student is ill or injured
- Engage with the students outside of classes and assigned activity sessions in a friendly and professional manner.

Other

- All staff are expected to assist with keeping the premises and company equipment clean, safe and in good order
- Undertake other duties, appropriate to your post, as may reasonably be required by Oxford Spires International

Essential requirements

- CELTA, CertTESOL or equivalent qualification
- Excellent spoken and written English language skills
- Genuine interest in the teaching and welfare of students

Teacher Activity Leader (TAL) Job Description

- A patient and understanding approach to teaching
- Ability to create a positive rapport in the classroom
- A flexible, co-operative and responsible attitude
- Ability to work as part of a team, and also to use own initiative
- All staff will be subject to safeguarding checks including an enhanced DBS disclosure

Desirable attributes

- Previous experience of working with young people at an EFL summer school/residential School Programme
- Previous teaching experience in a multilingual classroom
- DELTA, DipTESOL, PGCE or Master's in TEFL
- First aid certificate
- Full, clean driving license

Conditions

- Salary starting from £460 per week depending on qualifications and experience. (Pay scale available on request)
- All accommodation and board is provided
- This post is offered on a residential basis. Working hours may be unsociable due to evening activities, night duty and the times of student arrivals and departures.
- Oxford Spires adopts a smart, casual dress policy. Staff are provided with two Oxford Spires t-shirts or polo shirts. Oxford Spires uniform is compulsory on excursion days and special events. Oxford Spires lanyards/ID are to be worn at all times
- There is at least one full day off per week
- All references will be followed up and all gaps in CVs must be explained satisfactorily
- Reference requests will ask specifically whether there is any reason that they should not be employed in situations where they have responsibility for, or substantial access to, persons under 18
- Appropriate Disclosure & Barring Service (DBS) check is required prior to confirmation of appointment
- Proof of identity and qualifications will be required. Only those with the right to work in the UK are eligible for any Oxford Spires position