

JOB DESCRIPTION

JOB TITLE: English as a Second Language Teacher

REPORTS TO TITLE: Centre and Academic Manager

BUSINESS FUNCTION/ SUB-FUNCTION: Academics

LOCATION: Alt-Moabit 96C, 10559 Berlin, Germany

ABOUT ENGLISH PATH:

English Path is a rapidly growing, global English, German and French language school that empowers students of all ages through language learning and cultural experiences. English Path has expanded significantly since its foundation, establishing modern campuses, and professional learning environments in the UK, Europe, North America, and the Middle East.

We provide a diverse range of courses, including General English, French and German; Academic and Exam preparation, Electives, Pathway programmes and Professional Certificate programmes. Our curriculum is designed to not only encourage students to enhance their language skills, but also facilitates immersion into the local culture through themes which connect the classroom to real-world experiences. We also offer additional ancillary services such as high-quality accommodation, student insurance and transfers.

By joining English Path, you will be immersed in a talented, passionate, and dynamic group of professionals who are focused on one clear vision; to transform lives through education. Find out more about us here: www.englishpath.com.

MISSION:

A world in which every person can communicate using a common language, removing inequality and creating a level playing field. Courses that stimulate and challenge. Students that learn, excel and grow.

VISION:

To create the world's most accessible and innovative language and pathway provider that changes lives through education that makes a fundamental difference to living standards.

ROLE PURPOSE:

As an ESL Teacher, you are responsible for engaging students in the learning processes to ensure learner outcomes are maximized and the students have interesting, enjoyable lessons. English courses may include (but are not limited to) General English, ESOL, IELTS and Cambridge exam preparation, Business, Finance and EAP/ESP. EFL teachers may be asked to teach on any one of our courses depending on experience and qualifications. You may also be responsible for occasionally helping develop materials and documents, testing students and planning and/or leading social program activities and CPD sessions.

ROLE AND RESPONSIBILITIES:

- All aspects of planning, delivering, and assessing student work, appropriate to the course and to the type of student, ensuring that all learning outcomes are met.
- Keeping an accurate record of student attendance and other administrative duties as agreed with your line manager.
- Develop, update, and improve course materials as appropriate.
- Use a variety of learning and teaching methods/materials including live online learning.

- Attend meetings as required, to contribute to the decision-making process and to develop productive working relationships within the various teams you will be engaged with.
- Teachers are expected to be on site no later than 15 minutes before the start of their first lesson.
- Teachers will have regular meetings with the Centre and Academic Manager to set objectives and measure progress towards those objectives.
- A full induction will be provided to all new teachers, and regular training will be offered.
- All teachers are expected to attend monthly CPD sessions, and DELTA qualified teachers will be asked to run development or training sessions as required.
- Take on other responsibilities as required to support the work of English Path Language Schools.

ESSENTIAL SKILLS AND EXPERIENCE:

- Trinity CertTESOL or DipTESOL, Cambridge CELTA or DELTA (preferred)
- Minimum bachelor's degree in any subject.
- Full working proficiency in English, and German.
- Demonstrable experience for similar courses.
- Structured and creative approach to lesson planning.
- A desire to continue to develop professionally and help support and develop less experienced teachers.
- Experience providing support and feedback.
- Experience with distance learning and supporting learners both online and face to face.
- Ability to work with classroom technology with ease and creativity.
- Professional conduct in all interactions with staff and students.
- Flexibility and a positive attitude.
- Attention to detail and accurate reporting.
- Ability to maintain thorough and organized student records.
- Ability to work under pressure, plan and prioritize your own workload to meet tight deadlines.
- Highly motivated and able to work with minimum supervision.
- Excellent communication skills.
- Ability to work with diverse groups of people and enthusiasm and commitment to working as a team.

OTHER INFORMATION:

The ESL Teacher will also be expected to demonstrate their commitment:

- To English Path values and regulations, including equal opportunities policy.
- To English Path's Social, Economic and Environmental responsibilities and minimize environmental impact in the performance of the role and actively contribute to the delivery of English Path's Environmental Policy.
- To English Path's Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.