



## Job Description

**JOB TITLE:** Teaching and Learning Coordinator at English Path Dubai

**REPORTS TO TITLE:** Director of Studies at English Path Dubai

**INDIRECT REPORTS:** Global Head of Academics

**BUSINESS FUNCTION/ SUB-FUNCTION:** Academic

**LOCATION:** Dubai

**HOURS:** Full time – 40 hours per week

### 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, Business English, Academic and Exam preparation, Young Learners, Electives 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](http://www.englishpath.com).

English Path is part of GEDU Group ([www.gedu.global](http://www.gedu.global)) a collection of education focused organisations with 40,000 students enrolled and 3,000 staff based globally.

### 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:

This is a dynamic role focused on delivering high standards in teaching, learning, and academic coordination. You are responsible for engaging students to ensure positive outcomes and a high-quality learning experience. Working alongside the Director of Studies, you'll support teacher recruitment, induction, and development, while also managing your own teaching duties.

Key responsibilities include supporting academic processes such as planning, assessment, learner tracking, material development, and coordinating level changes. You'll mentor teachers through regular feedback, CPD, and performance reviews, while ensuring academic policies and procedures are followed.

As Teaching and Learning Coordinator, you will support and hold accountable a team of teachers, promote innovative teaching practices, and contribute to the wellbeing of both students and staff. You'll also play a role in shaping the department's strategic direction through initiatives, data-driven planning, and continuous improvement.

Our approach integrates both in-person teaching and effective language-learning methods that enables us to design courses that cater to the different learning needs and abilities of our students. 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 the social activities which take places after classes and are a key part of our offer.

## **ROLE and RESPONSIBILITIES:**

### **Young Learner Coordination**

- Support DoS with placement by collecting and analysing level test results; group students by age and ability, following up as needed.
- Email teachers regarding class schedules, levels, room allocations, and ensure appropriate materials are prepared.
- Assist with young learner induction and managing the first day of classes, assigning students to their teachers.
- Assisting teacher with classroom management issues.
- Collaborate with the wider Young Learner team to ensure consistency, logistical processes and support.
- Contribute to the development and improvement of placement testing and in-house learning materials for Young Learners.

### **Teaching and Learning**

#### **Curriculum and Assessment**

- Monitor weekly plans and records of work to ensure consistent and effective learning and teaching and highlight/share any particularly strong teaching materials that teachers have used with the team.
- Regularly check and ensure the needs of students are being met by:
  - a) Analysing and interpreting data from quarterly feedback surveys and action plan accordingly.
  - b) Reviewing teachers' assessments of progress for classes, groups, and individuals from student progress record
  - c) Working to student targets and ensure progress tracking through a range of strategies (student progress records, study clinics, IELTS results, etc.) -leaving dated notes on the CRM.
- Ensure teachers are equipped for differentiation and personalisation of learning for all students.

#### **Teacher Support and Training**

- Provide teachers with feedback through observations, develop Professional Development Plans, and conduct follow-up meetings.
- Coordinate, plan, and deliver monthly CPD sessions onsite or online, facilitated by yourself or teachers with specific strengths.
- Ensure all staff are familiar with departmental aims and objectives.
- Support highly effective staff development through reflective practice and collaboration.

#### **Quality Assurance and Target Setting**

- Support Director of studies by managing teacher resources and inventory as and when required.
- Monitor departmental targets, such as achieving 4.5 on the Quarterly Feedback, and support teachers in reaching them.
- Assist the DoS by conducting quarterly feedback with students. Analyse this data to provide meaningful feedback to teachers.
- Be responsible for identifying issues and working with the DoS to develop practical solutions.
- Keep up to date with and respond to developments in teaching practice and methodology.

### **Programme Design and External Representation**

- Assist with designing syllabi, course outlines and teaching material for special programmes and bespoke group needs.
- Prepare and deliver workshops, presentations and conferences for external stakeholders as organised by English Path.

### **Professional Growth**

- Continuously reflect on and improve personal skills and knowledge.
- Apply learning in the workplace to enhance team and institutional performance.

### **Teaching and Academic Support**

- Teach up to 15 hours per week; during peak periods, this may involve short notice cover depending on school needs and ongoing projects.
- Plan, deliver, and assess lessons to meet course objectives and learner needs.
- Organise and lead tutorials, one-to-ones, and Study Clinics for students requiring additional support.
- Conduct weekly and monthly student testing and hold progress meetings as needed.
- Maintain accurate attendance records and complete agreed administrative tasks (Weekly Plans and Records of Work).
- Update and improve course materials regularly to ensure relevance and quality.
- Ensure an effective tutorial system is in place and monitored consistently.
- Attend staff meetings and contribute to team planning and decision-making.
- Participate in regular meetings with the Director of Studies to review progress and set goals.
- Take part in a comprehensive induction and ongoing professional development.

### **Administrative ad hoc**

- Support induction processes, including Friday prep, Monday speaking tests, level placement, and book distribution.
- Send course outlines and outcomes to new students on Mondays.
- Assist with class schedules and new teacher inductions, including collecting and filing checklists.
- Support the Director of Studies by taking meeting notes for the weekly Friday email.
- Assist with the Mover's process for level changes and cycle transitions; meet with teachers to review test results and provide feedback for updates in CLASS and register creation.

### **Qualifications and Skills**

- DELTA, Trinity DipTESOL, or equivalent at Master's level; Master's in Linguistics or TESOL desirable (minimum: Bachelor's degree in any subject).
- Proven experience in English language schools, with a strong understanding of teaching methodology in multilingual settings.
- Skilled in lesson planning that is both structured and creative, with a commitment to continuous professional development.
- Experienced in supporting less experienced teachers through feedback, coaching, and mentoring.
- Confident using educational technology in both online and face-to-face environments.
- Professional, flexible, and positive in all interactions; able to work independently and as part of a team.
- Quick-thinking and adaptable, able to take initiative and respond effectively to last-minute teaching or administrative needs.
- Strong attention to detail, with accurate record-keeping and reporting.
- Excellent time management, able to plan, prioritise, and meet deadlines under pressure.
- Outstanding communication and interpersonal skills, with the ability to collaborate across diverse teams.

#### **Safeguarding and Welfare Responsibilities:**

- Promote a safe, inclusive learning environment in line with English Path's safeguarding standards.
- Provide emotional and pastoral support, prioritising students' mental and physical wellbeing.
- Manage classroom behaviour effectively, with support from the academic management team as needed.
- Remain vigilant in line with Prevent Duty guidelines and report concerns to the appropriate safeguarding or Prevent lead.
- Familiarise yourself with and follow all relevant policies, including safeguarding, attendance, safer recruitment, and student welfare, to ensure consistent and appropriate action at all times.

#### **OTHER INFORMATION**

You will also be expected to demonstrate your commitment:

- to EP/GBS values and regulations, including equal opportunities policy.
- the EP/GBS's Social, Economic and Environmental responsibilities and minimise environmental impact in the performance of the role and actively contribute to the delivery of EP/GBS's Environmental Policy.
- to their 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.