



**English Path Head Office**  
891 Greenford Road,  
Greenford, London,  
United Kingdom, UB6 0HE  
[info@englishpath.com](mailto:info@englishpath.com)  
+44 20 4534 0788

## **JOB DESCRIPTION**

**JOB TITLE:** EFL Teacher

**REPORTS TO TITLE:** Director of Studies

**BUSINESS FUNCTION/ SUB-FUNCTION:** Academics

**LOCATION:** United Kingdom

### **ABOUT ENGLISH PATH:**

English Path is a rapidly growing, global English 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, Academic and Exam preparation, 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 connects the classroom to social activities which take place after classes and are a key part of our offer. 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).

### **MISSION:**

To provide high-quality, motivating English courses that stimulate and challenge students so they can learn, grow, and excel.

### **VISION:**

To change lives through education that makes a fundamental difference to living standards and access to learning.

### **ROLE PURPOSE:**

As a teacher, you are responsible for engaging students in the learning processes to ensure learner outcomes are maximised and the students have interesting, enjoyable lessons. English courses may



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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 programme 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 students, 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 an 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.

#### **Essential Skills and Experience**

- Teaching qualifications: Minimum CELTA or Cert TESOL qualification essential.
- Teaching qualifications: DELTA, Trinity Dip TESOL or equivalent at master's level (Desirable).
- Minimum bachelor's degree in any subject.
- Demonstratable 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.



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- 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 organised student records.
- Ability to work under pressure, plan and prioritise 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.

#### **SAFEGUARDING AND WELFARE RESPONSIBILITIES:**

- Responsible for promoting safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved.
- Help provide emotional and pastoral care for all students and promote their mental and physical wellbeing at all times.
- Effectively manage classroom management and student behaviour (with the support of the academic management team).
- Be aware of prevent duty which aims to safeguard vulnerable individuals from being drawn into terrorism and report any concerns to the Prevent lead and or safeguarding lead.
- Make yourself aware of EPs safeguarding policy, attendance policy, safer recruitment policy and any other policies relating to welfare and safeguarding of students to ensure a clear and correct process is always followed to ensure children are safe and protected.

*English Path is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support everyone at the school. Before interview, all gaps in CVs must be explained satisfactorily and proof of identity and, where applicable, qualifications will be required. Appropriate suitability checks will be required prior to confirmation of employment. All concerns are passed to our Designated Safeguarding Lead. As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check will be required for the successful candidate. Further information about the DBS disclosure process can be found at <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> or by telephoning 0870 90 90 811.*



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**OTHER INFORMATION:**

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

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

**English Path is an Equal Opportunity Employer:**

English Path is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Note: The above job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.

*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.*