

Job Description

JOB TITLE: EFL Teacher at EP Malta

REPORTS TO TITLE: Director of Studies – EP Malta

BUSINESS FUNCTION/ SUB-FUNCTION: Academic

LOCATION: Malta – St Julian's

HOURS: Various available (morning/afternoon/evening)

INTRODUCTION:

English Path is part of Global Education Group which also includes the largest and fastest growing higher education college in the UK; GBS. English Path is the largest new chain school in the UK with five schools in London (West London and Canary Wharf), Manchester, Leeds and Birmingham. EP also has a school in Dubai and Malta. EP is unique in that it offers its international students the chance to mix with UK students thanks to its positioning on all GBS's university style campuses. EP and GBS are part of Global Education Group. Find out more here: www.englishpath.com and www.globalbanking.ac.uk

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:

We are looking for someone with significant experience working in English Language schools in multilingual classrooms. As an English 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 include (but are not limited to) General English, 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
- Weekly and monthly testing of students plus progress meetings/tutorials with students at the 4 week point of their course.
- 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 Director of Studies 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 EP and GBS.

Social Programme

You may be asked to help to deliver an exciting and relevant weekly social programme:

- Inform and advertise the social programme to students each week.
- Help lead activities including sports games, museum trips walking tours, dinners, conversation clubs
- Help plan, organise and lead half and full excursions in the afternoons and on occasional weekends
- You will be supported and guided by the ELT team in the UK with all of the above.

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.

Essential Skills and Experience

- Must be CELTA / CertTESOL qualified
- English A' level grade C or above or TELT or Degree in English
- The right to work and live in Malta

- ELT teaching permit
- High level of proficiency in English, SEPTT (Spoken English Proficiency Test for Teachers) from Malta ELT Council preferred but not necessary
- Enthusiastic and organised
- Highly responsible, approachable, and friendly
- Ability to create a positive learning environment
- Familiarity with classroom technology
- Experience teaching young learners and teenagers desirable
- A positive and professional approach
- The ability to work with others and listen
- The desire to develop and always improve
- A can-do attitude!

OTHER INFORMATION

The teacher will also be expected to demonstrate their 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.

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.

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.

